



## EVACUATION PROCEDURE

**Updated: 2023**  
**Review: 2027**

### 1. Introduction

The Evacuation Procedure applies when students and staff need to be evacuated from buildings for their own safety. This will usually occur if there is a dangerous situation such as a fire, chemical spill, bomb threat, toxic emissions or earthquake or other serious incident which presents a threat to the wellbeing of students, staff and visitors. Our Lady of Mercy College aims to minimise the risk, harm or exposure to danger, to anyone on the premises, through the implementation of this procedure.

### 2. Priority

**The priority of this procedure is to ensure that all members of the community on site, move to a safe and secure environment and are protected from any threat to their health and wellbeing.**

This procedure will be initiated by a message to each classroom/building over the public announcement system stating, "*Staff, please commence the Evacuation Procedure.*"

In the case of electrical failure, an alternative sound signal will be used and comprise three long blasts on an air horn. Labelled compressed air cans are located in Reception (Administration) and staff offices throughout the College.

### 3. Links to other Procedures/Plans

- 3.1 Lockdown Procedure
- 3.2 Crisis Management Plan

### 4. Procedures

- 4.1 **Evacuation** or **Lockdown** of the College may be either total or partial, a decision taken by the **Emergency Coordinator**, dependent upon the prevailing circumstances.
- 4.2 The **Emergency Coordinator** will be the **Director of Teaching and Learning**. In her/his absence, the next available person from the following list shall assume the responsibility:
  - a) Director of Ministry
  - b) Director of Wellbeing
  - c) Director of Staff
- 4.3 Should any member of staff feel that an emergency may be necessary, they should immediately contact **Reception (Administration)** who will in turn notify the **Emergency Coordinator**.

The central control area for emergencies will be Reception (Administration). In the event of this area not being available, the alternative control centre shall be the Principal's Office in the Catherine McAuley (CM) Building. A file will be kept in the central control area (and alternate control area) for the purposes of providing emergency phone numbers and information



concerning the location of electrical switch boards, Fire Brigade manifesto, chemical stores and other information that may be required by emergency services.

- 4.4 Initiating the alarm and/or public announcement messages will be on the instruction of the **Emergency Coordinator**, who will generally make the announcement or use the pre-recorded message.
- 4.5 Students and staff will always be notified of any emergency practice to be held.
- 4.6 Students and staff are to remain in the evacuation muster area (Muster Point 1: Soccer Pitch/ Oval.  
  
Muster Point 2: Lawn between parking and Catherine McAuley Building – West) until the ‘all clear’ is given.
- 4.7 All doors are to be closed when exiting rooms, not locked, if that option is available.
- 4.8 Evacuation of students in a wheelchair or with any other impediment: Four students must be assigned by the teacher of the group to carry any student in a wheelchair or with any other impediment down the stairs of any route of evacuation.
- 4.9 The lift is not to be used.

## 5. Action

POSITION	ALLOCATED PERSON	SUBSTITUTE PERSON	DUTIES / REPORTS
Emergency Coordinator	Director Teaching & Learning	Director of Ministry	Manage and record evacuation procedures.  Assembly Marshalls report to this person.
Assembly Marshall 1 Responsibility - Students	Director of Student Wellbeing	Head of Year 12	Manage student attendance records – report to Emergency Coordinator  Heads of House report to this person after completing rolls.
Assembly Marshall 2 Responsibility – Non-PCG Teachers & EA’s	Director of Ministry	Head of Year 10	Manage Non-PCG Teachers and EA attendance records – report to Emergency Coordinator  Non-Home Room teachers report to this person.
Assembly Marshall 3	Accountant	TL – Administrative Services	Manage Non-teaching staff and Property Team



Responsibility – Non-Teaching Staff			attendance – report to Emergency Coordinator  Non-teaching staff and Property Team report to this person.
Assembly Marshall 4  Responsibility – Clearance of Building	Head of Year 11	Head of Year 9	Manage the clearance of buildings – Report to the Emergency Coordinator  Area Wardens report to this person.
Property Manager  Responsibility – Emergency and Essential Services	TL - Campus Services	Senior - Property Services	Manage Emergency and Essential services  Property Staff report to this person.

### Initiating the Evacuation

- 5.1 The Emergency Coordinator will make the decision to evacuate the College and will initiate contact with emergency services.
- 5.2 A siren with an audio voice message will sound through the Public Announcement system to signify that an evacuation has been initiated. The sound of the siren is of a continuous looping nature from high to low frequency. The siren and audio voice message will continue to sound during the evacuation process.
- 5.3 In the case of electrical failure, an alternative sound signal will be used (three long blasts on an air horn).

### Evacuating the Buildings

- 5.4 Upon hearing the evacuation siren, the teacher responsible for each class directs the students to leave their materials in the room and depart in an orderly fashion to the muster point. Students should be directed to walk and should not run under any circumstances. All other personnel should immediately move to the muster point. See **Appendix 1 – Evacuation Instructions and Appendix 2 – Responsibility for clearance of building.**
- 5.5 Students (and their class teacher at that time), should make their way as directly to:

**Muster Point 1:** The Soccer Pitch/Oval located at the south end of the College

If Muster Point 1 is unsafe, students (and their class teacher at that time) will be advised to make their way as directly as possible to:

**Muster Point 2:** The Lawn between the parking and Catherine McAuley Building (West)

A map (**Appendix 3 – Muster Point Map**) indicates the muster points and current location is posted in every classroom and major building.

- 5.6 Upon reaching the muster point, students sit in their PCG Class in their House area, as directed.

Each teacher will accompany their class to the muster point and direct the students to move to their House and PCG. The PCG teacher conducts an attendance check.

## **6. At the Muster Point**

There are four Assembly Marshalls who coordinate the assembly of people.

The Team Leader - Campus Services coordinates the provision of emergency and essential services.

There are Area Wardens who coordinate the clearance of buildings.

### **Assembly Marshall 1 – Responsibility for students**

**Director of Student Wellbeing** (Substitute Person = Head of Year 12)

1. Upon arriving at the muster point, students sit in their PCG in their House area, as directed. Students are seated on the ground at their marker cone. Other students are seated behind as they arrive.
2. PCG teachers assume responsibility for their PCG (or teacher who took the PCG on the day).
3. A roll sheet is given to the PCG teacher by the Administration Officers (Attendance Staff). Teachers mark the students who are present with a tick. Students not present are left blank.
4. If no PCG teacher is present, the Head of House will complete the roll sheet.
5. PCG teachers hand the roll sheet to their relevant Head of House and remain with their PCG students. If the Head of House is not present, the roll sheet is to be handed to Assembly Marshall 1 - Director of Student Wellbeing.
6. Head of House checks the roll sheets with the list of absent students provided by the Administration Officers (Attendance staff). Students who have been noted as absent should be marked with an 'A' on the PCG roll sheets.
7. Head of House notes on roll sheets the PCG teachers (or teachers who took PCG on the day) who are present.
8. Head of House hands roll sheets for their House to Assembly Marshall 1.
9. Assembly Marshall 1 consults with Assembly Marshall 2 to advise all PCG teachers (or teachers who took Home Room on the day) are present or otherwise.
10. Assembly Marshall 1 reports to the Emergency Coordinator to advise of students not accounted for.

### **Assembly Marshall 2 – Responsibility for non-PCG teachers**

**Director of Ministry** (Substitute Person = Head of Year 10)

1. The Team Leader – Administrative Services will provide a Teaching Staff Evacuation List (including relief staff) to Assembly Marshall 2.
2. Upon arriving at the muster point, Heads of House, non-PCG teachers and relief staff report to the Assembly Marshall 2 to have their names ticked. Staff not present are left blank.
3. Heads of House then move to assist their relevant PCG teachers.



4. Staff remain gathered as a group.
5. The Assembly Marshall 2 consults with Assembly Marshall 1 to ensure that all PCG teachers are present.
6. The Assembly Marshall 2 checks the teachers' roll sheet with the information provided by the Team Leader – Administrative Services. Teachers who are absent from the College should be marked with an 'A' on the sheet. Teachers who are unaccounted for are left blank.
7. Assembly Marshall 2 reports to Emergency Coordinator to advise of teachers accounted / not accounted for.

### **Assembly Marshall 3 – Responsibility for non-teaching staff**

**Accountant** (Substitute Person = TL – Administrative Services)

1. The Team Leader – Administrative Services will provide a Non-Teaching Staff Evacuation List (including relief staff) to Assembly Marshall 3.
2. Upon arriving at the muster point, non-teaching staff report to the Assembly Marshall 3 to have their names recorded. Staff not present are left blank.
3. Staff remain gathered as a group apart from all Education Assistants who relocate to the student PCG Groups to provide assistance with students as required.
4. The Assembly Marshall 3 checks the non-teaching staff with the information provided by the TL – Administrative Services. Staff who are absent from the College are marked with an 'A' on the sheet. Non-teaching staff who are unaccounted for are left blank.
5. Assembly Marshall 3 reports to Emergency Coordinator to advise of non-teaching staff accounted / not accounted for.

### **Assembly Marshall 4 – Responsibility for clearance of building**

**Head of Year 11** (Substitute Person = Head of Year 9)

1. Area Wardens report to Assembly Marshall 4 to advise that their area has been cleared.
2. Area Wardens report to the other respective Assembly Marshall to indicate that they are present.
3. Assembly Marshall 4 reports to the Emergency Coordinator to advise that all areas have / have not been cleared.
4. If a person refuses to leave the building, their name and location should be noted and conveyed to the Emergency Coordinator.

### **Provision of Emergency and Essential Services**

**Team Leader - Campus Services** (Substitute Person = Senior - Property Services)

1. Property Services staff report to the Team Leader - Campus Services to indicate that they are present.

2. Staff follow the directions of the Team Leader - Campus Services
3. The Team Leader - Campus Services advises the Emergency Coordinator that all of his/her staff are accounted / not accounted for
4. The Team Leader - Campus Services reports to the Emergency Coordinator to update him/her on the provision of emergency and essential services.
5. The Team Leader - Campus Services enacts plans to ensure safety of all, prevent public access and facilitate quick access for emergency services.

#### **Area Warden**

1. The Area Warden's task is to check all the rooms under his/her care to ensure that they have been fully evacuated. The Area Wardens for specific areas are allocated in Appendix 1.
2. Each Area Warden should confirm with the Assembly Marshall 4 - Head of Year 11 (Substitute Person = Head of Year 9) at the earliest opportunity that all of their respective rooms / areas have been evacuated.
3. Should the Area Warden be unavailable, an alternative Area Warden is indicated in Appendix 1.
4. If an Area Warden has a class, he/she is to instruct their class to follow the teacher's class next door. Immediately after checking the area, he/she is to rejoin the class at the muster point.
5. Where an Area Warden has multiple roles, they should be completed in the following order:
6. Report to Assembly Marshall advising area clear;
7. Obtain roll from Administration Officers (Attendance staff) and complete;
8. Hand completed roll to relevant Head of House; and supervise students in their PCG.
9. If a person refuses to leave the building, their name and location should be noted and conveyed to Assembly Marshall 4.

#### **7. Notification**

- 7.1 The Emergency Coordinator will initiate contact with emergency services.
- 7.2 The Emergency Coordinator will ensure Health and Physical Education staff have been contacted (Consider staff on the oval and offsite).
- 7.3 The Reception Administration Officer will contact the Team Leader Campus Services (Senior – Property Services) to notify Property Services staff of the emergency.
- 7.4 The Emergency Coordinator will initiate contact with CEWA Bunbury Regional Office and other local Catholic Primary Schools to inform them of the evacuation.
- 7.5 The Emergency Coordinator and Team Leader Campus Services will liaise with emergency services.
- 7.6 The Emergency Coordinator will notify the Assembly Marshalls when it is safe to return to the buildings by announcing "The evacuation procedure has ended – All clear."



7.7 The Emergency Coordinator will ensure parents/guardians of all students have been notified of the evacuation via text message and/or email.

## 8. Other

8.1 The Team Leader – Administrative Services will take to the muster point the following items:

- Teaching staff evacuation list
- Non-teaching staff evacuation list
- Relief staff sign in/sign out sheet
- Staff absence report

8.2 The Reception Administration Officers will take to the muster point the following items:

- Visitors sign in/sign out information
- Class sign in/sign out information
- Staff sign in/sign out information
- Evacuation box

8.3 The Administration Officers (Attendance staff) will take to the muster point the following items:

- PCG Class lists
- Evacuation box
- Student absence report
- First aid kit

8.4 Principal's Personal Assistant will take to the muster point the following items:

- Mobile phone with data access
- Laptop with wireless availability
- Emergency data lists - Stored in Principal and PA's email inbox

8.5 The Pastoral Care Administration Assistant will take to the muster point the following items:

- Portable PA and microphone

8.6 Music and Arts: Peripatetic Music Teachers should report to Assembly Marshall 2.

8.7 Education Assistants and Aboriginal Education Assistants should report to Assembly Marshall 3 and then relocate to the student PCG Groups to provide assistance with students as required.

8.8 Canteen staff should report to Assembly Marshall 3.

At an appropriate time, the Emergency Coordinator will ensure parents/guardians of all students have been notified of the evacuation via text message or email.

### Sample text message (Evacuation Practice)

*"A successful evacuation practice occurred today at (insert time). There was never any threat to students or staff."*

### Sample email (Evacuation Practice)

*"As part of our procedures to ensure the safety of our students at Our Lady of Mercy College, we undertake emergency situation response drills. Today, the College practiced its Evacuation Procedure. Students were*



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*evacuated to the designated muster point and were allowed to return to classes once the 'All Clear' was given. This was an evacuation practice, there was never any threat to students or staff."*

**Sample text message – Evacuation (unplanned)**

*"A successful evacuation (unplanned) occurred today at (insert time). Following an investigation of any potential emergency, the College site was declared safe, and students or staff returned to class."*

**Sample email – Evacuation (unplanned)**

*"Today, the College implemented its Evacuation Procedure in response to an unplanned potential emergency. Students and staff were evacuated to the designated muster point and were allowed to return to classes once the College site was declared safe and the 'All Clear' was given."*

As soon as practical following the evacuation, the Crisis Management Team will meet to enact the Crisis Management Plan.

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<b>Emergency Coordinator Evacuation Checklist</b>		
<b>Person Responsible</b>	<b>Task</b>	<b>✓</b>
Emergency Coordinator	Initiate alarm and/or public announcement messages	
Emergency Coordinator	Ensure Health and Physical Education staff have been alerted (Consider staff on the oval and offsite)	
Reception Administration Officer	Team Leader Campus Services (Mobile Number TBC)	
Emergency Coordinator	Ensure CEWA Bunbury Regional Office have been informed (08-9726 7200 and Kerrie Merritt 0417 917 513) ***At commencement and conclusion of evacuation***	
Emergency Coordinator	Ensure other local Catholic Primary Schools have been informed (siblings may be concerned) -Leschenault Catholic Primary School, Daniel Graves, (08) 9720 3737 -St Anne's Primary School, Harvey, Darrin Croft, (08) 9782 3300 -St Brigid's School, Collie, Rob La Roche, (08) 9735 9200 -St Michael's Catholic Primary School, Brunswick, Phillip Rossiter (08) 9726 1317	
Emergency Coordinator	Contact Bunbury Regional Hospital, if necessary (000 Or 08- 9722 1000)	
Emergency Coordinator and Property Manager	Liaise with emergency services (000)	
Emergency Coordinator	Announce "all clear"	
Emergency Coordinator	Ensure parents/guardians have been notified via text message/email	
Assembly Marshall 1	Advised Student rolls have been completed	
Assembly Marshall 2	Advised roll for non-PCG teacher has been completed	
Assembly Marshall 3	Advised roll for non-teaching staff has been completed	
Assembly Marshall 4	Advised all buildings have been cleared	
Team Leader Campus Services	Advised all Property Services staff are present	



## Evacuation Organisation

**Emergency Coordinator**  
**Director of Teaching and Learning**

**Assembly Marshall 1**  
**Director of Student Wellbeing**  
(Head of Year 12)

Responsibility for  
Students

**Assembly Marshall 2**  
**Director of Ministry**  
(Head of Year 10)

Responsibility for  
Non-PCG  
Teachers

**Assembly Marshall 3**  
**Accountant**  
(Team Leader –  
Administrative  
Services)

Responsible for all  
non-teaching staff  
(with the exception of  
Property Services)

**Assembly Marshall 4**  
**Head of Year 11**  
(Head of Year 9)

Responsible for  
building clearances -  
Area Wardens advise  
that their area has  
been cleared. They  
also need to report to  
another Assembly  
Marshalls to advise  
of their presence.

**Team Leader –  
Campus Services**  
(Senior – Property  
Services)

Responsible for  
Emergency Services,  
Essential Services  
and Property  
Services. Carry out  
tasks as directed by  
the TL – Campus  
Services. (Essential:  
Block all vehicle  
entry points to the  
College).



**APPENDIX 1 – EVACUATION INSTRUCTIONS**

**IN CASE OF EVACUATION:**

- 1. A warning siren will sound accompanied by an audio message.**

**OR**

**Three long blasts on an air horn.**

- 2. Leave your belongings in the room.**
- 3. Leave the room immediately.**
- 4. Proceed directly to Muster Point 1 (Lower Football Oval – towards the South).**
- 5. Do not re-enter the building.**



## Appendix 2 - Responsibility for Clearance of Building

**Assembly Marshall 4: Head of Year 11** (Substitute Person = Head of Year 9)

**Given difficulties in knowing who is or who is not onsite, both the Area Warden and Substitute should commence the process of checking their allocated areas and report to Assembly Marshall 4.**

<b>Building</b>	<b>Area Warden</b>	<b>Substitute</b>
<b>Catherine McAuley Centre (All levels and rooms including classrooms, stairwells, toilets and offices)</b>	Russell Manchip	
<b>Placida Hayes Centre (All levels and rooms including classrooms, stairwells, toilets and offices)</b>	Sharon Millington	
<b>Marcellin Champagnat Centre (All levels and rooms including classrooms, stairwells, toilets and offices)</b>	Zachery Cope	
<b>Ursula Frayne Centre (All levels and rooms including classrooms, stairwells, toilets and offices)</b>	Dale Briers	
<b>Angela Costello Centre (All levels and rooms including classrooms, stairwells, toilets and offices)</b>	Sabrina Gaffney	
<b>Xavier Read (All levels and rooms including classrooms, stairwells, toilets and offices)</b>	Renaë Pere	
<b>Administration Building (All rooms including toilets and offices)</b>	Samuel Galati	
<b>Mercy 101 Building (All rooms including classrooms, toilets and offices)</b>	Natasha Shields	
<b>Year 12 Common Room (All rooms including peripatetic music rooms and storage)</b>	Tracy Ritchie	
<b>Property Services Sheds (All usable sheds)</b>	Peter Dawson	

### Appendix 3 - Map

Muster Point 1: The Soccer Pitch / Oval located towards the South of the College

Muster Point 2: The Lawn located towards the West between the Catherine McAuley Building and small parking.

