



# Lyndoch Primary School

## Fire Evacuation Procedure

### RAISING an ALARM

- 1. Any staff member discovering a fire should immediately report the problem to the front office, who will then call CFS Lyndoch 8524 5623, Lyndoch CFS Captain 0417 245 128, or Emergency 000 and then sound the school alarm with continuous intermittent siren blasts.
- 2. Any student or visitor discovering a fire should immediately inform a staff member.

*Please note that the staff priority is accounting for and supervising students during and following an emergency*

### EVACUATION

1. On hearing the alarm and following the direction of the teacher the students should stand quietly. After being informed of the suitable exit route by the teacher, the students will leave in an orderly fashion with their fire buddies.
2. Students will take their medication bum bags (if possible).
3. The teacher should follow at the rear of the students, take the class roll, and close but not lock classroom door and other doors en route which will not be used again.
4. Anyone (staff or student) not actually in class when the alarm sounds, should go immediately to the assembly point to join his/her class group.
5. SSOs and any other volunteers to escort students in their care to their class on the oval.
6. Front office staff to take a checklist which will delegate who is to check the first aid room, staff and disabled toilets, all offices and work space, gym, activity room and the student toilets.
7. Front office staff will assign one person to take student medication to the assembly point.
8. Front Office staff to take school student fire buddy list and Visitors' and Contractors' Sign in Books to assembly point.

### ASSEMBLY

1. All staff, students and volunteers to assemble on the school oval with their fire buddies (or car park if it is a safer option).
2. Classes should make their way to the assembly point by the safest possible route.
3. Students will sit in pairs with their fire buddy.

## **ROLL CALL**

1. *Immediately classes have gathered in the assembly area a count of students must be made and reported to the Site Manager / Delegate.*
2. *Front Office staff to take school student fire buddy list and Visitors' and Contractors' Sign in Books to assembly point.*

## **FIRE DRILL**

*Fire drill is to be practised four times a year.*

## **Responsibilities**

*Staff need to:*

- *know where assembly points are*
- *ensure children have assigned / know fire buddies*
- *ensure relief teachers / volunteers / visitors are aware of procedure*
- *report fire to front office*
- *exercise strict control during evacuation*
- *report to Site Manager / Delegate after evacuation*

*Office Staff need to:*

- *sound continuous intermittent siren blasts*
- *ring fire brigade*
- *check designated areas*
- *take school student fire buddy list and Visitors' and Contractors' Sign in Books to the assembly point and medication where possible*

*Site Manager / Delegate needs to:*

- *check that all staff, students, visitors and volunteers are accounted for*
- *ensure buildings are safe for re-entry*

# Lyndoch Primary Evacuation Procedure

Immediately report problem to front office.



- **Call the fire brigade - CFS Lyndoch 8524 5623**  
Lyndoch CFS Captain 0417 245 128  
**Emergency 000**



Switch evacuation button on siren  
(Sound continuous intermittent, 1.5 seconds on, 1.5 seconds off, blasts of the siren)



Evacuate to oval (or car park if safer option)

SSOs and any other volunteers to escort students in their care to their class on the oval

All staff to ensure buildings evacuated.

The Gym is to be checked by Site Manager / Delegate

- **Front office staff to give out fire evacuation responsibilities cards to delegate office staff responsibilities.**
- **Front office staff to check the first aid room, staff and disabled toilets and all offices and work spaces.**
- **Front office staff will assign one person to take the**
  - **student medication to the assembly point**
  - *school student fire buddy list and Visitors' and Contractors' Sign in Books to assembly point.*
- *Front office staff are responsible for checking the stone building and gym and student toilets en route to the evacuation point. A designated staff member will direct fire brigade.*



**Report to Site Manager / Delegate after assembly on oval.**

*Please note that the staff priority is accounting for and supervising students during and following an emergency.*

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