

BRAY PARK STATE HIGH SCHOOL



FIRE AND EMERGENCY PROCEDURES

DISCOVERY OF FIRE:

1. If a student first discovers a fire(s) he/she will report to the nearest teacher and/or the office.
2. If a teacher first discovers a fire they will evacuate their students if there is an immediate danger, and then notify teachers in adjoining rooms of that block, and notify the office by intercom, clearly indicating the location of the fire.
3. The general alarm will be the Australian standard recognised fire alarm signal. This is a **slow 'whopping' noise/siren** that repeats itself (for a few minutes)
4. **Student Movements:**
 - a) If a fire breaks out in one block, ALL blocks of the school are to be evacuated.
 - b) Students are to WALK to safety - NEVER RUN. Physically impaired students are to go first. Only those physically impaired students with walkers, wheelchairs or scooters are to go to the front of the school, all others are to assemble on the oval.
 - c) Students are to leave ALL possessions in rooms or on racks, except any valuable pens, drawing instruments, etc. they have on the desk with them.
 - d) Students are to obey implicitly their teacher's instructions in evacuating classrooms. Students should be able to stand and start walking in two lines in one movement under the teacher's direction and leave in the direction indicated by the teacher. This will depend on the location of the fire.
 - e) Priority in movement is to be given to classes nearest the fire. Block wardens in a block which catches fire, will have the responsibility of determining priority for movement to safety.
 - f) **THE CLASS IS TO MOVE AS A UNIT AND REMAIN AS A UNIT UNDER THE DIRECTION OF THE TEACHER THEY HAVE AT THAT TIME.**
 - g) In general, teaching groups are to go to the "safe" area.
 - h) Students are to move in two lines on walkways to the "safe" area on the oval.
 - i) In general, classes are to use the nearest doorway, unless the teacher in charge decides circumstances require different action.
 - j) **THOSE STUDENTS going to the oval FROM THE SCIENCE BLOCK SIDE of the school ARE TO WALK AROUND THE HARD COURTS to get to the oval.**

LOCKDOWN EXTERNAL THREAT

6. General

- a) A lockdown is initiated when there is a perceived threat made to the school community from an intruder or intruders. **The signal will be a continuous siren / bell.** The bell / siren will continue whilst the threat is current.
- b) If a situation arises, the office is to be contacted immediately so that the school community and emergency services can be notified.
- c) The **all clear** will be the stopping of the bell/ sirens ringing for at least one minute. Staff are not to release students until after one minute. (This siren does turn itself off after a set period of time and we therefore have to **re-turn** it on regularly, during a lockdown)
- d) During an emergency there are, at times, unexpected situations or circumstances which arise. It is important that common sense prevails and that the safety of our school community is paramount. During a lockdown it will be unlikely that staff will be able to be informed of the threat. Do not contact the office, as phone lines must be kept open for the police and other emergency services.

7. Emergency Procedures - Classes in rooms during class time

- a) Shut and lock windows and doors
- b) Turn lights out and turn off equipment / machinery eg. Computers / monitors
- c) All students and staff to stay low
- d) Check class rolls

8. Emergency Procedures - Classes outside rooms during class time

- a) All HPE / sport classes are to move to the assembly hall or the closest available room and follow the emergency procedures above.
- b) All other classes are to move to closest available classroom follow the emergency procedures above.

9. During recess times or before school

- a) Students are to move to the nearest building towards either road. Only students on the oval and the bank are to go to the hall. Most students are expected to go to Science, Languages, Maths, General Studies, Administration, Library, Art, Graphics and Performing Arts. Special Education Students may go to the Special Education Unit if this is the best course of action; common sense will dictate this decision.
 - b) Teachers are to allocate themselves to rooms in their block, and supervise students, following the emergency procedures above.
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Bray Park State High School Evacuation Procedures

Students are to assemble (seated) on the oval between the shot put rings indicated. Form teachers are to stand with their class. All other staff beside Fire Warden.

All P.I. (Physically Impaired) students are to join the admin staff in front of the school.

