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Wadeley Academy

OPERATIONAL STANDARD/POLICY

Evacuation Policy


	NAME	POSITION	SIGNATURE	DATE
AUTHOR:	G Petzer	Consultant		
RECOMMENDED BY:	C Wadeley	Principal		
REVIEWED BY:		Deputy Principal		
REVIEWED BY:		Teacher		
APPROVED BY:	Gregory Petzer	Director		
APPROVED BY:	C Wadeley	Director		

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1 Purpose

The purpose of this policy is to ensure that Wadeley Academy minimize the impact of crises on students, teachers, parent/careers and our community in the event of an emergency. It aims to deal with the school's response to all forms of emergency.

2 Scope

This procedure applies to all Wadeley Academy staff, parents and students

3 Definitions, Acronyms and Abbreviations


Parent' means:

- The biological parent or guardian of a learner.
- The person legally entitled to custody of a learner; or
- The person who undertakes to fulfil the obligations of a person referred to in paragraphs and towards the learner's education at school.

Abbreviation	Explanation
WA	Wadeley Academy
PR	Principal
VPR	Vice Principal
CT	Class Teacher
P/S	Policy/Standard

4 Responsible for Implementation

HM, VHM and CT

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5 Policy

5.1 Potential Critical Incidents

Potential critical incidents can be covered by:


- Bad weather
- Death of any member of the school community
- Violence and assault caused by an internal or external agency
- Intentional destruction or vandalism of part of the site
- Hostage-taking of any member of the school community
- Natural disaster in the school, immediate or national community
- Death or injuries on school journeys
- Civil disturbances and terrorism
- Fire or bomb threat
- Breakdown of school equipment
- In the event of a situation where there needs to be an emergency closure of the school, this procedure will be followed.

5.2 Event of Emergency

In the event of an emergency requiring buildings to be evacuated a continuous warning will be sounded on the siren by a school staff member.

5.3 Class Teacher's Responsibilities

- Take the class sheet and escort students safely out of the building to the nominated assembly area
- Close classroom door.
- Do not allow students to take school-bags etc. or re-enter the building.
- Once in the nominated assembly area, call the roll.
- Advise Principal, Deputy Principal, or Senior Leader of:
 - any students who are missing.
 - any students who are absent.
- Remain in charge of class until the all clear is given.

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5.4 Responsibility of Support Staff

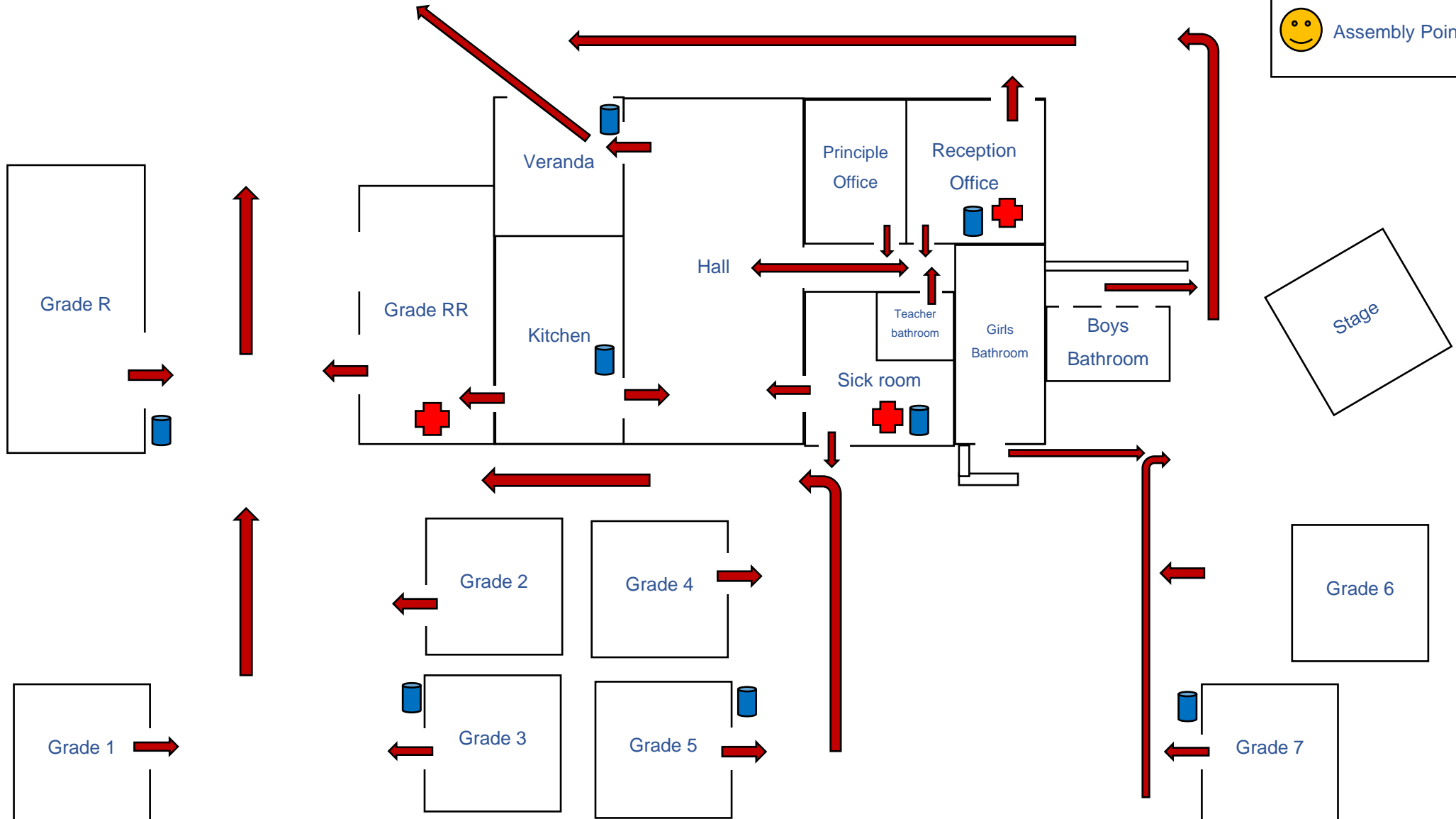
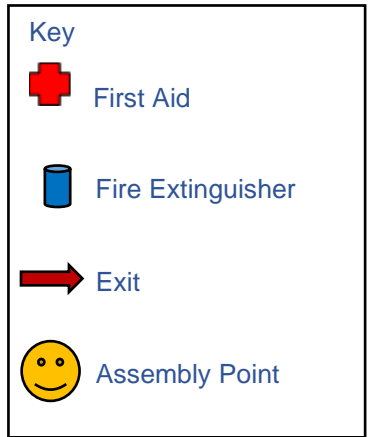
- School Administrator to leave the building with:
 - Classroom checklist
 - Visitors Log In book from the front office
 - Staff Attendance Register
 - Meet the Principal, Deputy Principal or Senior Leader at the nominated assembly area and give the required information to them.
- School Administrator to sound a continuous warning on the siren as long as necessary.
- School Administrator Officer to telephone Police, Fire Department or any other necessary service.


5.5 Responsibility of Senior Staff

- Meet with class teachers to check assigned classes in the nominated assembly area.
- Collect names of students who are missing or absent.
- Liaise with each other and emergency services personnel as necessary.

6 Evacuation Plan in Case of Emergency

Field



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7 Deviations or Contraventions

Any staff or students that do not comply with this policy will be subject to disciplinary action.