

St. Thomas More's Catholic Primary School



EMERGENCY EVACUATION PLAN for FIRE

This plan provides guidance and information for the occupants of St Thomas More's Catholic School and the Emergency Control Organisation (ECO).

An emergency incident may necessitate the need for building occupants to be evacuated from St Thomas More's Catholic School. These procedures are designed to assist in the orderly and safe evacuation in the event of a fire or potential fire, or a potential threat to the school.

During emergencies, instructions given by ECO personnel shall overrule normal management structure.

Building Overview

St Thomas More's opened in 1938 to 15 pupils. In 1949 secondary classes began which saw the opening of Block A. This building is a two-story building with the upstairs portion accommodating classrooms, administration, toilets, and the school library. The lower portion of the building is used primarily for storage with a small portion used for indoor sporting activities, a uniform shop and a music room. This building, despite being two storey, is only one fire compartment with an internal stairwell linking the two floors.

The school continued to grow and there became a need to provide boarding accommodation. Subsequently the school purchased the property next to the school and in 1957 Chelsea Grove became home to girls. This property is referred to as Block B and now accommodates classrooms. Block B is a single story building with multiple entry / exit points.

Current enrolment from Grades Kindergarten to Grade 6 is approximately 340. The school has a staff of 39 adults: 24 teaching staff, 3 office staff, 1 groundsman and 11 teacher aides.

A fire alarm system is installed through out the two buildings with the control panel located in building Block A outside the office area. A key to the control panel is kept in the School Office, right-hand side of the panel. Pressing this button a second time will turn off the fire alarm siren.

An After School Childcare facility is operated from the Presbytery building next to Block B. This building is used after hours and during school holidays. The evacuation of this building is under this policy and occupants will follow the procedures as listed below.

Evacuation Plan

The plan is to be made available to all new and existing permanent and temporary staff and should be located in strategic areas throughout the school such as Staff Rooms and Administration Offices to ensure it is accessible to all.

Emergency Action Guide

An Emergency Action Guide (copy at the end of this document) details general information for all school occupants about the actions visitors and other need to take in the case of an emergency. It is to be placed in all public areas such as foyers, main corridors and on notice boards.

Number of Wardens

The Chief Warden shall appoint staff to the ECO relevant to the size of the school.

In most cases the ECO will consist of a Chief Warden, Deputy Chief Warden, Area Warden, Wardens and After Hours Wardens (if required). These personnel will be delegated to take control of particular areas within the school and the remaining staff will then be delegated to take control of particular areas within the school and the remaining staff will then be delegated further responsibilities in those areas as required.

Plan Approval

Upon completion, the Evacuation Plan is to be submitted to the Chief Officer of the Tasmania Fire Service for formal approval. Information is provided later in this document about maintaining the plan.

Plan Implementation

The Chief Warden shall:

- Possess a thorough knowledge of the school layout and fire safety equipment, and have undergone appropriate training relative to the role and responsibilities detailed in the Evacuation Plan.
- Ensure all staff are familiar with their own roles and responsibilities within the plan.
- Ensure that all new staff members are adequately informed about the plan, shown the location of fire safety equipment and the means of egress.
- Develop a strategy to cater for mobility-impaired persons and identify safe holding areas
- Ensure that the “out of Hours Event Warden” (where appointed) is made fully aware of their roles and responsibilities within the plan.
- Ensure that all members of the Emergency Control Organisation receive adequate, ongoing training relevant to their roles and responsibilities.
- Conduct a practice evacuation each term, General Fire Regulations 2000 require a formal practice evacuation be conducted annually therefore one of these practices must be declared the annual practice. The Chief Officer must be advised in writing 7 days prior to the annual evacuation and if the chief Warden requires Tasmania fire service attendance, 21 days clear notice is required.
- Ensure that training for all WCO personal is conducted prior to a practice evacuation.
- Ensure that evacuation (exit) paths remain clear at all times.
- Ensure that all exit doors and exit door furniture is operating correctly at all times.

Brigade Notification

The fire brigade is to be called to all incidents of fire or suspicion of fire such as visible flame or signs of smoke. There should be no criticism of any person who uses initiative in this respect nor should such action need another person’s permission.

Note: Where the fire brigade has been called by automatic means through the installed fire detection and alarm system or by a person breaking the glass and activating a Manual Call Point (normally located on or adjacent to a fire alarm panel), a **000** call must be made to the Tasmanian Fire service to confirm their receipt of the alarm and provide any other relevant information. It should also be noted that some schools may only have a local fire alarm system which is not connected to the Tasmania Fire Service therefore **always ring 000** to confirm the alarm.

Add a flow chart of who is to be notified if the alarm goes off when no one is in the school.

Notify: Rik Bryan



EMERGENCY CONTROL ORGANISATION (ECO)

Roles and Responsibilities

Each member of the ECO shall have clearly defined duties and responsibilities relevant to the building, structure or workplace. The following schedule of duties and responsibilities can be varied to suit your specific situation/s.

Chief Warden (Principal) – Identified by a White Helmet or Vest

On hearing an alarm or on becoming aware of an emergency, the Chief Warden shall take the following actions:

- Ascertain the nature of the emergency and determine appropriate action (Where an alarm has activated automatically, proceed to the Fire alarm Panel to determine the location of the incident).
- Ensure that the appropriate emergency service has been notified.
- Ensure that Floor or area Wardens are advised of the situation.
- If necessary, initiate evacuation and control entry to the affected areas.
- Ensure the progress of the evacuation and any action taken is recorded in an incident log.
- Brief the emergency personnel upon arrival on type, scope and location of the emergency and the status of the evacuation. Thereafter, act on the Senior Fire Officer's instructions.

Deputy Chief Warden (Admin. Officer) – Identified by a White Hat or Vest

The Deputy Chief Warden shall assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable, and otherwise assist as required.

Floor/Area Wardens (off-class staff members) - Identified by a Yellow Helmet or Vest

On hearing an alarm or on becoming aware of an emergency, the Floor or Area Wardens shall take the following actions:

- Implement the emergency procedures for their floor area.
- Ensure that the appropriate emergency service has been notified.
- Direct Wardens to check the floor or area for any abnormal situation.
- Commence evacuation if the circumstances on their floor or area warrants this.
 - Search your area to ensure all persons have evacuated (Where safe to do so, close all doors and windows in the case of a fire).
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and action taken.
- Co-opt persons as required to assist a Warden during an emergency.
- Confirm that the activities of Wardens have been completed and report this to the Chief Warden.

Wardens (Teachers) - Identified by a Red Helmets or Vests

Persons selected as Wardens may be required to carry out a number of activities, including the following:

- Check to ensure fire doors and smoke doors are properly closed (Where installed).
- Search your area to ensure all persons have evacuated (Where safe to do so, close all doors and windows in the case of a fire).
- Ensure orderly flow of persons into protected areas such as stairwells etc.
- Assist persons with disabilities.

- Act as a leader of groups moving to nominated assembly areas.
- Report to the Floor or Area Warden on completion of required activities.

Maintenance of Fire Protection Equipment

The principal is responsible to ensure that:

- All installed fire protection equipment is routinely maintained. All work is to be conducted by the holder of a permit issued by the Chief Officer of the Tasmanian Fire Service.
- A plan or database detailing the type, location and service history of extinguishers and fire blankets is kept current.
- The nominated maintenance provider adheres to the maintenance schedules detailed below for all installed fire protection equipment (where applicable):

- Fire Extinguishers	6 monthly
- Fire Blankets	12 monthly
- Hose Reels	6 monthly
- Fire Detection and Alarm System	each monthly
- Fire Hydrant System	each monthly
- Emergency & Exit Lighting	6 monthly

Evacuation Plan Maintenance

General Fire Regulations require Evacuation Plans to be resubmitted for approval every 5 years or at any time where there is a change in occupancy or use of the building. This includes any building work that may render the plan less effective.

Preventative Measures

Prevention of fire is as important as the development of the efficient means of fighting them. Staff should therefore be encouraged to take note and bring to the attention of the Chief Warden:

- Any flammable liquids, fuels and gases that are not clearly marked or stored safely.
- Any areas of the school grounds that are not kept clean and clear of dry vegetation and flammable rubbish.
- Any rubbish not being disposed of safely. Plastic bins should be kept locked up or out of reach after hours.
- Any dumpsters that are not regularly emptied and not locked during non-school hours.
- Any equipment and furniture that may impair access to installed fire fighting equipment.

ADDITIONAL INFORMATION

Mobility-Impaired occupants

A mobility-impaired person is one who has either temporary or permanent physical, mental or sensory impairment and requires assistance during an evacuation.

Where practicable, an up-to-date list of the names, workplaces, and other necessary information about mobility-impaired persons, should be kept by the Chief Warden.
Jo Murray – to be assisted by: the class aide

The procedures for helping mobility-impaired persons should be established with the individual concerned and must form part of the school's evacuation plan.

During an evacuation, mobility-impaired persons must be accompanied by a nominated person and evacuated according to the strategy developed by the Chief Warden.

Safe Holding Area

An area, isolated from fire and smoke, in which mobility-impaired persons may be temporarily held whilst awaiting evacuation under the control of the Tasmanian Fire Service personnel.

Exits

Exit signs indicate preferred exit paths. Exit lights must be operating correctly and remain visible at all times.

All preferred exit doors must only be fitted with lever or push action type hardware.

After hours Events

On occasions where school property is utilised outside of school hours, and the

normal ECO is not present, the Principal shall appoint a responsible person from the user group to perform the duties of the Chief Warden and shall be known as the 'Out of hours Event Warden'.

Out of hours Event Warden (where appointed) shall:

- Carry out the responsibilities of the Chief Warden (as detailed above).
- Be familiar with the exit paths and fire safety equipment in their relevant area.
- Be familiar with the location of the fire indicator panel and any break glass alarms.
- Call on other persons to assist as required.
- Ensure all areas are searched and all persons have evacuated (Where safe to do so, close all doors and windows in the case of a fire).
- Ensure persons with disabilities are assisted in an evacuation.

ASSEMBLY POINTS / EMERGENCY MEETING AREA

The assembly point for all students and staff is the netball-courts on the playground (see Emergency Evacuation Routes attached).

IN CASE OF
EMERGENCY

**FOLLOW ADVICE FROM A
TEACHER**

OR

**LEAVE IMMEDIATELY THROUGH THE
NEAREST SAFE**

EXIT

**AND GO IMMEDIATELY TO
THE EMERGENCY MEETING
AREA LOCATED ON
THE NETBALL COURTS**

Or as directed by the Chief Warden

St Thomas More's School EMERGENCY CONTROL ORGANISATION (ECO) (2016)

Chief Warden - (Principal)

Deputy Chief Warden - (Admin/Office staff)

Area Wardens - Primary Block Lower Floor –
(Groundsman)

Primary Block Upper Floor –/ Rebecca Thomas/
Mandy Turner/ Barry Nas

Infant Block – Roz Richardson / Liz Fysh/ Julia
Svoboda (Teacher Aides)

Wardens – Kinder Teachers

- Prep Teachers

- Grade 1 / 2 Teachers

- Grade 3 / 4 Teachers
- Grade 5 / 6 Teachers