Mansfield Primary School
Evacuation Policy

BASIC BELIEF
The Mansfield Evacuation Policy provides guidelines, in the event of an emergency, for the safe evacuation of students, staff and visitors in the school to a designated safety area. This policy should be read in conjunction with the Mansfield Primary School’s Emergency Management Plan.

IMPLEMENTATION
The school will endeavour to:

- Conduct a minimum of two practice emergency evacuations a year including evacuations to each of the designated safety areas, and at least one emergency evacuation to involve the local fire brigade
- Contact the local Emergency Services before practice evacuations
- Provide staff and students with the opportunity to become familiar with the emergency evacuation procedures
- Provide regular feedback and the opportunity to reflect on the evacuation process and individual performance, and suggestions for improvement
- Display a copy of the School Emergency Management Plan and a map of the school detailing evacuation paths and safety areas in each area of the school
- Designate areas for crisis medication
- Provide trauma and grief counselling when applicable
- Celebrate successful evacuations
- Appoint a trained Occupational Health and Safety Coordinator to oversee the implementation of the Evacuation Policy

This policy was ratified by the Mansfield Primary School Council on – 4/5/09

Review Date: 2012