



213A
EDU

I01 Notification of Incident

Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your [Regulatory Authority](#) for assistance.

Notification of Incident

Provider

Provider Name	ACT Education Directorate
Provider Number	PR-00006465
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Caroline Chisholm School - Chisholm Preschool Unit
Service Approval Number	SE-00011177
Service Approval Status	Approved

Incident Details

Incident Type	Reg 12-Any emergency for which emergency services attended
Incident Date	24/06/2021
Incident Time	11:55 AM
Further Details of the Incident	Whole school needed to evacuate including the preschool due to the Fire Alarms going off. It was a false alarm.
Details of Action Taken (e.g. First Aid)	All children were evacuated according to the school emergency plan and procedures.
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Staff and the children evacuated to the meeting area which is Preschool families were told when they collected their children. It was a false alarm.
Name of Witness to the incident	None



Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future

The Chief Fire Warden stayed back to debrief with the Business Manager to make suggestions around wet weather evacuations. From next term the children and adults will be able to evacuate to an undercover area. In the future if area 9 triggers, preschool do not need to evacuate.

Fire evacuations can not be prevented and are required to ensure the safety of all children and adults at the school if the alarm is triggered.

All staff and children needed to evacuate the building until emergency services attended and deemed the building site safe for everyone to go back into.

Photos and Evidentiary Documents

Email to staff following fire evacuation at CCS - junior campus.docx

Email to staff from Business Manager following the fire evacuation

Child Details

Child's Name

Child's Gender

Child's Date of Birth

Parent(s)/Guardians(s) Name

Parent's Email

Parent(s)/Guardians(s) Phone

Contact Details

Name

P01

Phone Number

P03

Email Address

P03