



EVACUATION

Teachers / SSO Procedure

In an emergency please phone Front Office on '11'

Smell smoke or gas, see a fire or suspicious package, see a dangerous person or situation then immediately ring front office on '11'

Teachers and adults need to be aware of the nearest exits and fire extinguishers.

The warning will be 3 short blasts of the bell repeated 10 times. The Red Light on the visual alarm will flash continuously.

Students are to remain with the class they are with at the time of an evacuation.

Procedure:

- Cease activities.
- Gather children by the door, check all students are accounted for.
- Collect class list from holder by the door if in the class at the time.
- Decide on safest exit path.
- Leave the room calmly and be respectful to others, close and shut the door behind you. Erect yellow "Room clear" sign on door.
- Assemble at the Emergency Evacuation Point – on the oval. Refer to map.
- Students sit in a class line. Teacher must be standing at the front of the line. Do a roll call.
- Report to Warden anyone missing. Groups will be dismissed when the all clear is given.

Unsupervised students go straight to the oval and immediately report to their teacher.

When it is all clear the all clear alarm will ring. You are then able to take students back to class in an orderly manner.

Evacuation Personnel

Evacuation Officer in Charge - Ian Filer

Fire Warden - Kylee Haar

Invacuation /Lockdown Procedure

In an emergency please phone Front Office on '11'

The warning will be the bell ringing continuously for 3 minutes. The Orange Light on the visual alarm will flash continuously.

- The routes used should be to the nearest safe classrooms, or depending on location & threat moving to external safe area or DROP and HIDE.

In the event that all students and staff are required to STAY IN CLASSROOMS:

- All students and staff remain in their rooms.
- Students and staff in the Library, Hall, STEM room, Art room, Music room, Auslan room to stay where they are. Teacher on duty to do a roll call.
- Teachers ring office '11' to report in and if any children are missing.
- Any staff /student /classes outdoors move immediately to the nearest room until further notice.
- Staff / Teachers ask students to sit quietly under desks or in the middle of the room if possible away from windows and doors.
- Staff to lock classroom doors.
- Staff to pull curtains or close blinds where possible
- Wait until Principal /Delegate gives the all clear.

Principal's/ Warden's Instructions

- Principal/Warden moves to Emergency Invacuation Control Point in front office.
- Principal to check that all staff, students and adults accounted for before any student movement occurs.
- Principal/ Warden to give the all clear when emergency over.

Deputy Principal's Instructions

- Deputise for the Principal in his absence.
- Man the phone for any calls on missing children.
- Assist the Principal.

Invacuation at Recess or Lunch times.

If outside, students must go to the nearest building and lock doors

Teachers' Instructions

- Teachers call roll, record any children not accounted for.
- Teachers lock all doors.
- Teachers ring office to report in any missing child/ren.
- All wait calmly and quietly until Principal/Warden informs everyone that it is safe to exit.

SSO' s Instructions

- Call the Police
- Lock front door Staff room door.
- Check first aid room
- Draw curtains or blinds and lock all external doors
- Move away from windows and doors.