

POLICY & GUIDELINES - EVACUATION PROCEDURES

In the event of it being necessary to **EVACUATE** the school in an emergency the following procedures will be followed:

Signal to EVACUATE:

- 1. New PA system in copy room: select RED BUTTON / EVAC**
- 2. If this system is faulty use original siren found in central Administration area, click and hold to manually control the siren: 3 long sirens.**
- 3. A PA announcement following to stipulate Evacuation to either:
Assembly Area 1: (oval) or
Assembly Area 2: Grassed area in front of school. Megaphone to be used in case of power outage for announcement and at muster point.**

PROCEDURE:

1. Teachers are to move the children by external classroom doors, as indicated by the diagram.
2. Movement must be quick but controlled. Do not run.
3. Students are to line up in the middle of the oval in order of room number, with Kindy (Room 3) on the north side through to Room 21 on the south side with teachers at the front of their class line. Teachers to move students closer together in line in case students have to move quickly. All staff take direction from Principal as to procedures, priority measures and critical incident control.
4. Teachers are to take class list (Red File) with them. Lists are to be checked and a report sent to the Associate Principal of children present or absent.
5. Assembly handed over to the Principal. Principal is to bring mobile phone to assembly.

SPECIAL RESPONSIBILITIES

1. Associate Principal to check the sick room, administration building, the Olympus toilets and building.
In their absence from the administrative area, the Manager Corporate Services will make these checks.
Associate Principal is to also check for cleaning and gardening staff.
2. Room 13 teacher will check the Atlantis toilets and building, including Giggling Geckos After School Care. Room 13 students to be joined onto end of Room 14 line.
3. Room 16 teacher to check Atlantis Wet area for staff members and join Room 15 class onto their class line.
4. Room 18 teacher to check Athena toilets and building.

5. Room 17 teacher to join Room 18 class onto their class line.
6. All teachers are responsible for any children they have working in wet areas.
7. Manager Corporate Services to bring file with class lists to assembly on the oval.
Integris fire report required.
8. LDC – Room 7 teacher to bring file with LDC class lists to the oval.
9. Kindy teachers to supervise the movement of students to the oval.
10. Kindy EA to check toilet in Room 3.
11. Kindy LDC EA to check toilets in between Rooms 1 and 2.

GENERAL

- * The teacher in charge of a class at the time is to assume the responsibilities of the class teacher.
- * Any special responsibilities are to be carried out by the teacher nominated only.
- * Specialists teachers will evacuate any class that happens to be in their room at that time.
- * Library groups and any child/children working privately in the Library are to be removed from library by the teacher in charge at the time.
- * Please make sure the children are fully aware of the procedure and treat practices very seriously.
- Should an emergency occur during a recess or lunch break, children are to head directly to the assembly area indicated by Administration: Assembly area 1 (oval) Assembly area 2: (front lawn of school). Students to find friends in their class, sit down and wait for classroom teachers. Teachers on duty are to take charge.
- * Canteen staff and helpers are to shut down any heating apparatus, evacuate the canteen and proceed by the quickest and safest route to the assembly area on the oval.
- * Any visitors or workmen at the school will be directed to the school oval by the Manager Corporate Services or other office staff.

LOCKDOWN PROCEDURE

In the event of it being necessary to **LOCKDOWN** the school in an emergency the following procedures will be followed:

Signal to LOCKDOWN:

- 1. New PA system in copy room: select ORANGE / ALERT BUTTON.**
- 2. If this system is faulty use original siren found in central Administration area, click and hold to manually control the siren: this will be a continuous siren for approximately 15 seconds.**
- 3. In the event of a power outage, the Megaphone will be used, a continuous alarm signal.**

PROCEDURE:

1. All staff immediately lock external classroom doors and all wet area doors.
2. All staff immediately lower internal classroom blinds for safety measures.
3. Teachers – access Integris and continue to complete roll, in case of power outage, use red folder.
4. EA's and SNEA's return to your home room immediately to assist or follow instructions.
5. If students are accessing the undercover area and/or oval accompany students to closest, safest lock down area and alert administration via internal wet area phone. Access computer to nearest wet area, classroom or if accessing Athena Block use Room 21.
6. Students in toilets – Teachers communicate to administration to obtain information as to safety to send an adult to accompany student back to class or closest lock down room.
7. Access and locate your Master key to enable to lock / unlock gates / doors.
8. Locate your mobile and keep handy as updates will be sent from Administration block.
9. ALL COMMUNICATION WILL BE SENT VIA EMAIL AND SMS TO STAFF MEMBERS, TEACHING AND NON TEACHING STAFF.
10. Canteen manager – lock down in canteen area, access mobile to obtain information.
11. Please remain calm, keep students calm, follow instructions, and don't allow students to leave classrooms unless notified.

SPECIAL RESPONSIBILITIES

LDC - office staff lock LDC external office door.

Rm 2 – Responsible for locking both doors in Rm 1.

Rm 7 – Responsible for locking the wet area door in Olympus Block

Rm 17 – Responsible for locking Athena Block wet area doors, check external door Rm 21.

Rm 14 – Responsible for locking Atlantis Block wet area doors and blue gate.

Rm 4 – Lock external doors, move all staff and students to Rm 9, proceed to use the frog pond wet area door and use side Deputy door to gain access, lock both doors, lower blinds and Teacher move to access IKON, email on computers and remember to have mobile handy too.

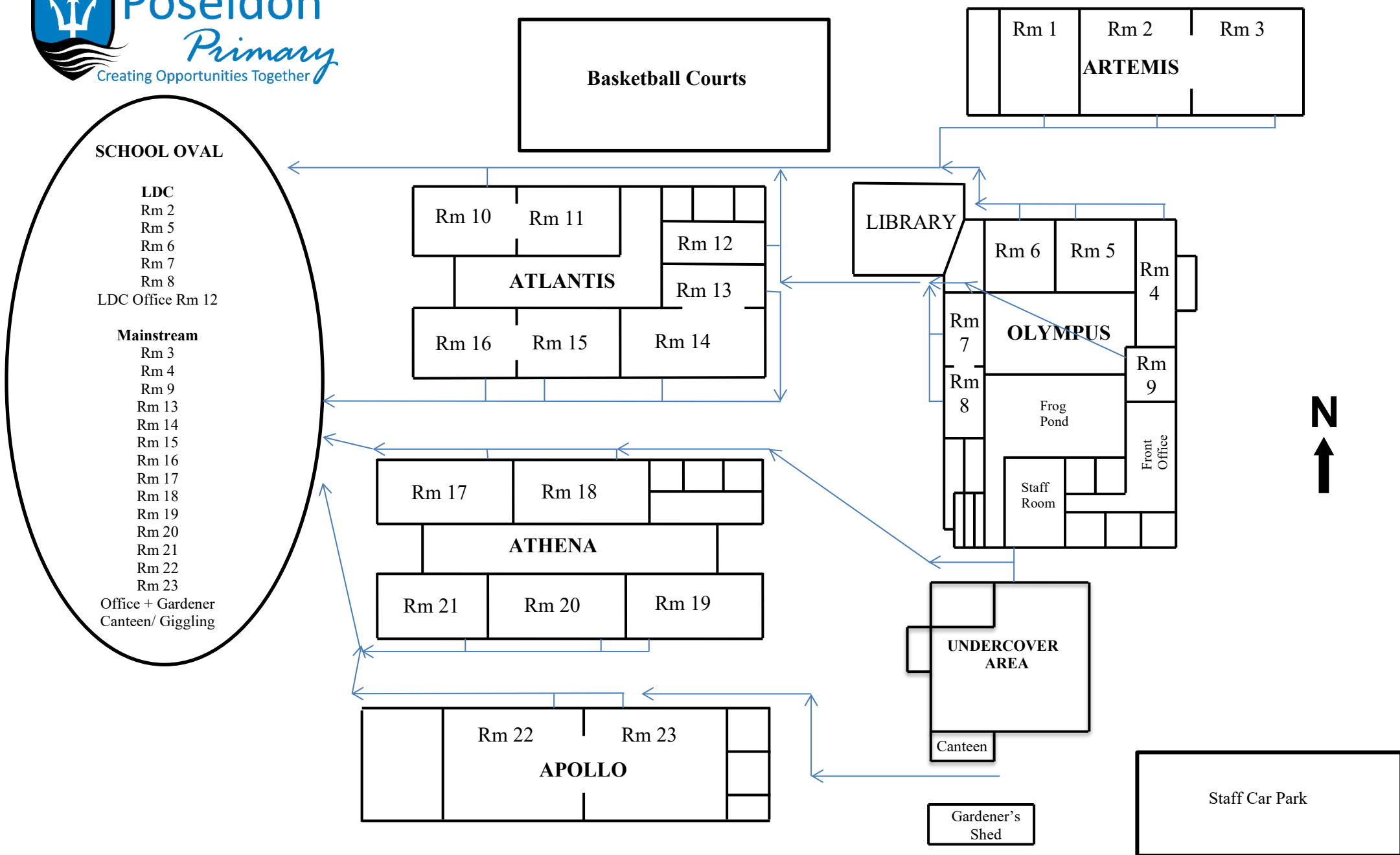
ADMINISTRATION STAFF:

SCHOOL OFFICER/S: lock front administration door, ring siren on request from principal, access MGM - input relief teacher's mobile numbers ready to send messages or notifications to staff as advised by principal.

MCS: lock staff room doors, internal passage door, blue gates closest to staff toilets and blue gates closest to library.

Updated June 2023.

EVACUATION PROCEDURE MAP



SCHOOL OVAL

LDC

- Rm 2
- Rm 5
- Rm 6
- Rm 7
- Rm 8
- LDC Office Rm 12

Mainstream

- Rm 3
- Rm 4
- Rm 9
- Rm 13
- Rm 14
- Rm 15
- Rm 16
- Rm 17
- Rm 18
- Rm 19
- Rm 20
- Rm 21
- Rm 22
- Rm 23
- Office + Gardener
- Canteen/ Giggling