

EMERGENCY EVACUATION AND LOCKDOWN PROCEDURES

(Reviewed 22 February 2017)

<u>SIGNALS:</u>	Evacuation - Continuous Siren
	Lock Down - Continuous beep increasing in decibels
	Bushfire - Announcement made

EVACUATION PROCEDURES TO BE ADOPTED:

1. The Principal (or relieving Principal if Principal absent) is to be informed.
 2. The Principal to direct SASS to inform the police/fire brigade/ambulance.
 3. The Principal will sound the emergency through announcement over PA system & continuous siren.
 4. Teachers to collect orange WH&S Folder from red box in room and take classes to the evacuation point as directed by PA announcement. *See Responsibility list below. Teachers will call rolls – supplied by SASS staff.
 5. SASS staff * See Responsibility list below and follow instructions in orange WH&S folder at the front counter
 6. School Learning Support Officers will assist their class teachers as directed.
 7. Classes are to remain together at the evacuation point until addressed/dismissed by Principal or AP.
 8. When the buildings are considered safe by the Principal and Police/Fire Officer, classes will return to their rooms. If not safe, children will be sent home.
 9. Evacuation points. 1. East Playground 2. West Playground 3. Rural Fire Service 1 Fisherman's Bay Rd
- **Evacuation Point 3 – assemble where directed via PA System first eg: Evacuation Point 1 or 2**

RESPONSIBILITIES

Principal:	Sounds alarm(s) and checks Administration Block and shuts off Main power switch.
SASS Staff:	Follow instructions in Orange WH&S folder in red box at front counter.
Mel Quick:	Checks Block M, E & F (5/6Q, 6L), Reading Recovery, Art & Vacant Room)
Brett Woolfe:	Checks Blocks L, & A (2W, staff toilets and tech room + Friday's, check Library)
Frances Reid:	Checks Block N (4R)
Jo-Ann Parson:	Checks Block K (3/4P & 3J) + Infants toilets
Kerrie Bayliss:	Checks Block Q (Library) excluding Fridays
Maree Brown:	Checks Block R (KB, KR, 1A & 1C)
Kylie McGrane:	Checks Block B (1/2M & 4/5C)
Tony Newton/Gail:	Checks Block P (hall, toilets and adjoining storerooms)
Anne / Cindy:	Checks Block C (Canteen)
Jacqui / Petra:	Checks Gan Gan Centre and demountable toilets
RFF/Casual Teachers:	Respond as classroom teacher – instructions in the orange WH&S folder in red box

Executive staff will only check these areas once their own classes are safe and under another staff member's supervision.

LOCKDOWN PROCEDURES TO BE ADOPTED:

A. If in the classroom

1. Close all doors and lock if possible.
2. Close blinds and windows.
3. Mark roll and be ready to inform principal of students **not** accounted for.
4. Students away from room will be directed to nearest classroom via PA System. If students come to your class you need to contact their Teacher to notify them. If no answer contact office 4982 1187.
5. If you do not have direct access to a phone please use your mobile phone to ring 4982 1187 if you have any concerns. Personal Mobile phones or E-Mail system can be used as a communication system.
6. Reassure students quietly and ensure students are calm and silent and sitting under desks.
7. Remain in classroom/ hall/ computer room/ library and await instructions from principal.

B. If in the playground

1. Instruct students to proceed to nearest safe room, Block P, Block L or Block R (Hall or 2W classroom or Kinder and Year 1 classrooms). Duty teachers in Playground Area 1, 2 & 3, Go to Hall. Canteen Duty + Area 4 to 2W. Area 5 to 1C, 1A, KR and KB.
2. If classroom or area is unsafe go to the nearest safe room, **Hall, 2W classroom or Block R.**
3. Follow instructions as per (A) above.

BUSHFIRE PROCEDURES TO BE ADOPTED:

- A. Evacuate to Blocks Q & R (Library, 1C, 1A, KR and KB) and follow steps in Lockdown (A) above. 1/2M and 2W to 1C and Admin staff, Canteen volunteers and Gan Gan Family Centre staff and visitors to Library.

Serious incidents should be reported to the Director. Urgent serious incidents of an exceptional nature are to be reported to State Office on 95611216. (see Management of Serious Incident folder in Principal's office for clarification). EVACUATION PROCEDURES ARE TO BE PRACTISED AT LEAST TWICE A YEAR.