

GENERAL EVACUATION INSTRUCTIONS

If a staff member detects a fire or other hazard requiring school-wide evacuation, they must first **remove** everyone nearby to a place of safety away from harm, and then **alert** the main office of the need for evacuation and manner of the hazard by phone or by runner. The staff member must organise for all staff and students in the close vicinity to be evacuated immediately without waiting for the school evacuation alarm to sound. Emergency personnel will be notified and the alarm will be sounded by main office staff.

The school evacuation alarm consists of a continued **intermittent ringing** of the normal bell system, and/or air horn. In the event of an evacuation, priorities are:

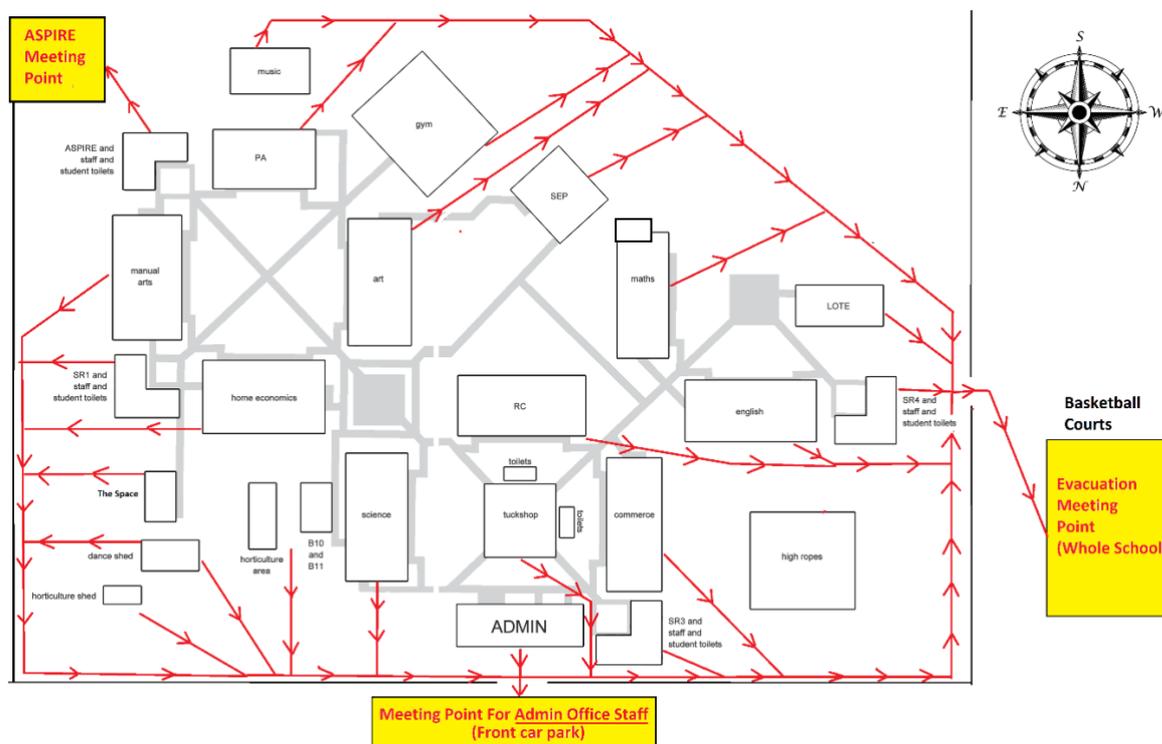
- the safety of students and staff
- the effective evacuation of buildings
- the supervision of students well away from buildings

Upon hearing the alarm, staff must begin the evacuation procedures below:

- Teachers in class are to lead their students **quickly** and orderly to their respective **Evacuation Assembly Area via the guiding arrows on the map below**. (The oval for students, teaching staff and visitors, the South East corner of the school for ASPIRE students and staff, and the front car park for Admin Office Staff)

No student is to leave their group. The primary evacuation assembly area is the area on the main Sports Field as shown on the evacuation plan on the next page. Teachers are to be the last to leave their rooms, **closing** all windows and doors behind them. Staff with additional fire warden duties are to perform such duties only after they have ensured their immediate class is safely evacuated. Under no circumstances is evacuation to be delayed by 'setting homework' or 'packing up books' etc. Student personal possessions and bags may be taken provided that this can be done safely within 15 seconds.

- All staff not in class at the time of the alarm are to evacuate to the evacuation assembly area, **directing any other staff, students, and visitors to do the same**.
- Once within the evacuation assembly area, students are to sit in their **leap groups**. Leap teachers for that day will make an immediate attendance check based on the morning's leap class rolls brought from the office.
- Any discrepancies from the roll marking, missing students, or casualties are to be reported to the Chief Warden immediately. The Chief Warden is in control of the evacuation assembly area and is the Principal or the next senior member of staff present in the school at the time.
- Students are to remain quiet and orderly under the control of their leap class teachers until permission to move is given by the Chief Warden.



BOMB THREAT PROCEDURES

In the case of a bomb threat, normal emergency evacuation procedures will be followed.

Students will be required to leave their school bags at orange witches' hats that will be set up on the oval at a safe distance from the assembly area.

LOCK DOWN PROCEDURES

The school lock down alarm consists of a single and extended **continuous ring** of the normal bell system. Upon hearing the alarm, staff must begin the lock down procedures below.

For a lockdown **during class time:**

- Stay in the room or move your class inside the nearest suitable room and lock all EXTERNAL doors and windows.
- Check that any adjoining rooms are also locked.
- Turn off or silence all lights, fans, mobile phones, and other potentially attention-attracting devices.
- Students and staff are to sit on the floor as out of sight as practicable of any windows or doors. Classes should be moved into an internal corridor if possible and safe.
- Teachers in control of classes at the time are to take a roll of all students present in the class.
- Classes on the oval that are too far from a room are to move to the Evacuation Assembly Area and await instructions. Teachers of such classes should phone Administration if possible.
- -Do not answer your classroom/building door – wait for a Warden to enter the building themselves

Do not leave your classroom/location until you have heard the siren for the end of the lockdown. This siren is 5 Three second bursts of siren.