

EMERGENCY EVACUATION PROCEDURE

ADMINISTRATION

In an emergency;

1. The School Administration Officer (SAO) will get a set of keys and lock the front administration block door. They will then collect the megaphone and hand held bell (near back door) before they commence walking around the school classrooms sounding the hand bell and the megaphone siren alternately, for a significant period of time starting at H Block. They should then check the Macquarie St block (storerooms inclusive) for any personnel before moving to the Emergency Assembly Area on the top grass, near the weather shed.
2. The School Administration Manager (SAM) will phone **000** Emergency Services and explain the emergency. Then, staying on the line with Emergency Services, transfer the call to hand held phone in the staff room, informing the Principal of any instructions.
3. The SAM will then collect an evacuation pack containing the hand held phone, epipen, asthma pack, Student Leave/Late Arrival Register, Visitor Sign-In Book, Student Emergency Contact Folder, class lists and Staff Sign On books, before proceeding to the Emergency Assembly Area on the top grass, near the weather shed.
4. The Principal will check all toilet areas, hall and internal rooms, Block H and then move directly to the Emergency Assembly Area and inform staff of any instructions.
5. The SAM will continue to monitor any phone instructions and relay information to the Principal. The Principal will ensure that all people registered in the Visitor Sign-In Book are present at the Evacuation Site.
6. DoE Incident Response & Support Hotline is to be notified of the evacuation by the Principal or delegate. (1800 811 523)

In the absence of the Principal, the Assistant Principal will take charge.

Depending on the emergency (bomb threat), the Principal may inform staff to take students to a safe-holding area off site (McQuade Park) refer to chart: "EMERGENCY EVACUATION MAP – OFF SITE".

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TEACHERS

If teacher reports emergency to office, do so:

- a) by intercom (located on wall near doorway in classroom)
- b) by phone dial 111
- c) send 2 students to inform the office if emergency happens during recess/lunch. The students remain with office staff who will escort them to the Evacuation Site.

1. The hand bell and the megaphone siren will sound alternately, for a significant period of time.

2. Students will stop work and listen to their teacher.

(If the school is at recess or lunch; 'playground duty' teachers will assemble pupils in the Evacuation Site where class teachers will collect their class and mark the roll.)

3. Teachers will direct their students to line up and leave the teaching area immediately. Bags or personal possessions are to be taken if practical.

4. Teachers will take the class roll with them, turn off lights and fans and close classroom door, if at all possible. Teachers will also check their internal rooms/storerooms for students/staff.

5. Teachers and students will move calmly, quietly and quickly to the designated Emergency Assembly Area - on the top grass near the sports shed unless directed to alternate assembly area.

6. RFF/Scripture teachers are to take the class to the assembly area. Class teachers who are on RFF are to move to the evacuation site.

7. Teachers will mark class rolls and then identify any student not at the evacuation.

8. Stage Leaders will inform Principal of any students who are not at the evacuation.

Depending on the emergency (bomb threat), the Principal may inform staff to take students to a safe-holding area off site (McQuade Park) refer to chart: "EMERGENCY EVACUATION MAP – OFF SITE".

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CANTEEN STAFF

In an emergency;

1. The hand bell and the megaphone siren will sound alternately, for a significant period of time.
2. Canteen staff will **turn off all power** in the canteen, and if possible, close the canteen door and shutter.
3. Canteen Staff will move calmly, and directly, to the Emergency Assembly Area near the sports shed.
4. Canteen Staff will **wait AWAY** from class lines so that teachers can call the roll.
5. The Principal will inform Canteen Staff of Emergency Service instructions.
6. Canteen Staff are **not to remove** their children from class lines.
7. If the emergency occurs in the Canteen, a canteen volunteer will call the **school office** on Extension 111 and then follow the Evacuation Procedure.

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“EMERGENCY EVACUATION MAP – OFF SITE***

