EMERGENCY EVACUATION

- In each room there is a diagram of the evacuation procedure.
- Some Administration and Ancillary staff will have special duties to perform during an evacuation and are to familiarise themselves with those duties.
- Evacuations will be carried out each term for Workplace Health & Safety reasons.

A. Evacuation Procedures (when students leave the classroom or specialist class)

- The signal for an emergency evacuation is the continuous ringing of the siren (red code on office unit)

**DRILLS**
- The teacher will take charge. It is important that students move in an orderly and safe manner. Teachers to check withdrawal room of own building.
- Leave the block through the Main Door. Do not take bags with you.
- The class must line up on the school oval.
- The class roll will be taken outside to check that all children have been safely evacuated.
- The teacher then sends a runner to the Principal or designated officer to report that all children are accounted for. Administration Officer to check that all ancillary staff is accounted for.
- Feedback should be sought from staff (and the local Brigade) after each drill.
- Where possible, the local Brigade should be invited to be involved with the evacuation drills (Must be conducted each term)
- Where possible, classroom doors and windows should be closed as classes evacuate BUT never should this action jeopardise safety.
- Teachers may have to consider alternative routes to those on map in case usual route is blocked.
- Administration Officer to check all rooms in the Administration Block.
- Male Aide to check boys’ toilets. Female Aide to check girls’ toilets.
- Principal will signal all clear when safe to return to room.
- Drills should not assume that evacuation to the oval is the only (or, in all circumstances the best) option.

B. Lockdown Procedure (when students remain in the safe environment of the classroom and make themselves as inconspicuous as possible)

- The signal for a Lockdown is the continuous ringing of the alternative tone (yellow code on the office unit)

**DRILLS**
- The teacher will take charge to ensure an orderly and safe drill.
- The classroom door/s and windows should be locked.
- Any unaccounted for students who may, for instance; be at the toilet, specialist class, music practice etc should be accounted for via the class telephone system. (Students should not be sent to find missing students).
- Students should move to the area beneath school desks and pull the chairs behind them as extra cover.
- Students must remain silent and as inconspicuous as possible during the drill.
- Specialist teachers should move the class to the nearest classroom and either alone or with the assistance of the teacher of that room, participate in the drill.