

Emergency Evacuation Procedure First Line Emergency Evacuation (FLEE)

Evacuation signalled by three blasts of the school siren or continuous ringing of a handbell. If the handbell is in use please acknowledge the Administration staff member who is ringing it if you see him/her. If you are not sure whether the evacuation siren/bell has been sounded check immediately with buddy classes. Listen for a message via the PA or loud hailer, the message will tell you the type of emergency, where you are to assemble (point 1 or 2) and the degree of urgency.

All students, staff and visitors vacate to evacuation site for Evacuation Plan A. See attached map for evacuation routes and assembly points.

If students are working on an activity outside or it is recess/lunch all students are to return to their classroom and wait for the teacher. Students **must** be seated.

Class teachers are to check all students are present and accounted for. Take your class list, FLEE package, medical file and move to evacuation site. **Please do not lock the classroom door on the way out, zone wardens need to check rooms are empty.** Teachers on DOTT to meet with their class at evacuation area, you should have with you the items mentioned above. Specialist teachers to escort the class they have and move to the evacuation site. Teacher assistants to stay with timetabled class.

All classroom visitors are to go with the class to their designated areas. Admin are responsible for the gardener and cleaners.

It is your responsibility to ensure the contents of the FLEE package are current and the package is on display.

Administration staff to check Admin building including all rooms as well as staffroom and toilets. Take class list masters, staff list, back up discs, mobile phone and move to evacuation site.

Library staff to check the library, storeroom and then move to evacuation site.

Allocated warden in each block to check block toilets as they move to evacuation site.

On arrival at evacuation site(Evacuation Plan A) please be seated in year level order, year 6 through to pre primary. Check all students are present, if you do not have your FLEE package please raise your hand

and Registrar will verify all students on the day are accounted for. If any problems arise while at the evacuation site such as a missing child, please raise the Red LA card so that the Registrar or Admin can assist and solve problem as soon as possible. If there are no issues display the Green LA card.

Visitors, prac students, parents etc who have signed in at the front office need to report to control post leader when they arrive at the evacuation site so they can be checked off.

If parents arrive they are to stay with class groups **NO** students are to leave their class group without permission from one of the Administration staff. Whole school to remain at evacuation point until directed otherwise.

Evacuation Plan B – everyone inside, **lock down**. The warning for this type of evacuation will be announced over the PA, warning code – ‘Evacuation Plan B’ ‘Evacuation Plan B’ ‘Evacuation Plan B’. If students are working on an activity outside, including Phys Ed/Sport, or it is recess/lunch all students are to return to their classroom and wait for the teacher. Specialist teachers (Music, Art, LOTE) if they have a class at the time of the emergency, need to lock down. Admin will phone areas if needed, classes do not need to phone office. **Zone Warden responsibilities do not apply to a lock down**, Admin staff will check toilet areas and grounds. Please remain locked inside until all clear has been announced or emailed. Any staff in the staffroom should move immediately to the library (Tapper Road door). **A sign will be displayed on the Reception door to advise any parents, delivery personnel, visitors etc that the school is in lock down and the office, until further notice, is temporarily closed.**

Teachers are asked to discuss with students the need for evacuation procedures and drills. You are asked to walk through procedures with students, making them familiar with the routes that they will take to the evacuation site. If time you could carry out a mock drill and try to get to the evacuation site quickly and efficiently.

Feedback from the drills is crucial please take time to jot down anything we can improve on, this will then be used to refine the procedure. Also, any positives.