

EVACUATION/ LOCKDOWN PROCEDURES

Office - Telephone '11'

Teachers and adults must be aware of nearest exits and fire extinguishers

Smell smoke or gas, see a fire or suspicious package, see a dangerous person or situation, then immediately ring front office on '11'

**3 rings* repeated 3 times -
evacuate to the oval immediately**

**One continuous ring* -
Stay inside or go inside immediately -**

**If outside go to nearest building
If outside at lunch or recess go to the Hall**

If safe to do so lock all doors

* of the buzzer or bell

Evacuation to the Oval

**Evacuation immediately -
3 rings repeated 3 times of the buzzer/bell**

Teacher or adult to collect the roll and all children in area and move together out the nearest safe exit and shut all doors

Unsupervised students go straight to large oval and immediately report to your teacher

Walk quickly away from buildings and potential hazards to the oval

Assemble quietly by the cricket pitch in class groups and stay still

Front Office Staff to bring a print out of daily absences, class lists and First Aid Kit to the Assembly Area

Teachers check roll and advise fire warden/ delegate that everyone is present

Fire wardens or delegate in front office ring emergency services, collect any rolls and record books and go to evacuation area

Principal or delegates check whole school has been evacuated, everyone is on the oval and meet emergency services

*of buzzer or bell

Invacuation - to centre of buildings

Invacuation immediately - One continuous ring* of the buzzer/bell

Teachers or adults in school time

In class areas bring all children into class area immediately

If class outside take class to nearest building

Recess/Lunch

Oval and East Duty Teacher - go to Hall

West Duty Teacher - go to Library

All students and other adults go to nearest accessible building

- Hall or Library

Anyone who is inside, stay inside and await phone call from the office
(ie Canteen, Library etc)

Lock all doors, draw all curtains or stay away from windows

Switch off air-conditioning, electrical equipment and lights

Assemble everyone in centre of building if safe

Teacher check roll (if possible) and delegate await phone call from office -
pass any information on to other people in the Learning Area

Person in front office contact emergency services as needed

*of the buzzer or bell

Evacuation

3 rings* repeated 3 times
Evacuate to the oval immediately

Invacuation

One continuous ring*
Stay inside or go inside immediately

*of the buzzer or bell