



Evacuation Policy 2016

Bell: Long 'continuous' sound = Fire/Emergency detected

In an Emergency: Call: Ext: 41 or Front Office Ext: 11

- **Teachers/TRT's/SSO's** ensure staff and students are safe then inform the FRONT OFFICE, ensuring the message clearly states:
 1. Nature of the emergency
 2. Location

ACTION:

- **Principal /Deputy / Front Office ring Emergency Services (Call 000)**
- **Front Office staff** (Leaders-Lyn/Levi), Kavita, Levi, Sharon sound continuous siren (Note: if electricity out use hand held Mega Phone kept in Front Office emergency trolley.)
- **Front Desk SSO** – Refer to checklist in Emergency trollies 1 & 2. Collect late slips, Travel book, SSO's/TRT book, Sign in/out books x 2, Roll books, First Aid kit, Maintenance book, Staff List and **proceed to the MIDDLE of Oval.**

ON HEARING SIREN:

- **Teachers** inform students that this is an emergency requiring **ACTION**. Students in NIT or Buddy Classes stay with the teacher. Keep all classroom doors **UNLOCKED**.
- If exits are clear, everyone is to proceed in an orderly manner along the evacuation routes, unless notified, use existing exit with their teacher/staff members to the **MIDDLE** of the oval facing the playground. **Classes** to line up, in single file. (See map on back)
- Teachers/SSO's to stand at the **front** of the line.

INDIVIDUAL STAFF MEMBERS' RESPONSIBILITY:

- **Principal** (Gael) – take mobile phone - check admin/library area – exit via Resource Centre to oval. To repeat instructions on megaphone (medium setting).
- **Deputy**(Assunta)– Straight to oval and assist principal.
- **Senior Leader** (Martha) – checks Henry Building and supports students to proceed to oval
- **Senior Leader- IELC**– checks Montacute building (downstairs)–sensory/small rooms, disabled toilet, outside student toilets and proceed to oval.
- **Marc** – Walk through and check Montacute building (upstairs) and proceed to oval.
- **Finance Officer (Kavita)** – Place - **1.** Signs on front door. **2.** Assist front office Leader.
- **Front Office - Lock** Front Door (last person leaving)
- **Carrie R12 Teacher** – Check Robson Building and proceed to oval.

ACTION ON OVAL:

- **Front Office staff** – Give out roll books to class teachers. Give late/early slips to Principal or delegate to check and determine student numbers.
- **All Staff** - to stand in front of the classes – students sitting on grass.
- **Teachers-** **1.** Check Roll **2. Report to Principal** with Roll Books and
 1. the total number of students present.
 2. the total number of students enrolled in class eg.18/20
- **PRINCIPAL / DEPUTY-** Check off attendance of Teachers and Students. Levi/Sharon to assist.

- **Specialist teachers** (P.E/Languages/Art/Science)- to take class out to the **MIDDLE** of the oval in classroom order. Stay with class until relieved by class teacher then **report to Gael** and wait for further instructions.
- **SSOs** with 1:1 - take child to the front of class line then **report to Kavita**
- **TRT's/SSOs/BSSOs/VISITORS/VOLUNTEERS/CONTRACTORS/GROUNDS PERSON** report to **Kavita** who will check against the list.
- **NO adult or student is to re-enter** any buildings once evacuated, until the all clear is given by the Principal.
- **WAIT** for Principal/Leader to **DISMISS** classes - debrief students after emergency.
- **Evacuation Routes** – Refer to map for exit routes. (Evacuation route is displayed next to the classroom door and in the TRT folders.)

If an emergency occurs at lunch or recess time, the evacuation siren will sound. All students and staff will move directly to the oval and above procedures will be implemented.

- Staff members on yard duty to lead students to the oval
- These procedures will be practised by staff, students, visitors and volunteers at least twice a year.
- Please note: If evacuation is a practice. Principal to alert JP Special Class-re: student - Mairead

MONTACUTE RD.

