

## Evacuation Policy 2023

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

**Emergency Assembly area is on the oval**

**In an Emergency: Call: Emergency Phone (Labelled on phone in red) or Front Office Ext: 101**  
Teachers/TRTs/SSOs 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 / Assistant Principal / Front Office ring Emergency Services (Call 000).**
- **Front Office staff** (Leaders and Kavita Mer, Maria Cocca, Sharon Jonas, Lidia Quarisa and relief SSO/s sound continuous siren (Note: if electricity out use hand held megaphone kept in Front Office emergency trolley).
- **Front Desk SSO** – Print ACADEMY EVACUATION report (Staff/Classes/Visitors), Collect TRT/Ancillary Absence Book, and Emergency Trolley including the First Aid kit, 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/SSOs to stand at the **front** of the line.
- Note – The OSHC Leader follows the same evacuation process when 'out of school hours' (in a modified format).

### **INDIVIDUAL STAFF MEMBER'S RESPONSIBILITY:**

- **Principal (Lynette)** – take mobile phone - check admin/library area – exit via Resource Centre to oval. To repeat instructions on megaphone (medium setting).
- **Assistant Principal (Assunta)** – Checks Robson Building and proceed to oval.
- **Assistant Principal (Assunta)** – Supports the teachers and the attendance checking process.
- **Wellbeing Leader (Trudy)** – Checks Henry Building and their toilets and supports students to proceed to oval.
- **Senior Leader – IELC (Yiota)** – Checks Montacute building (upstairs).
- **Senior Leader – IELC (Yiota)** – Checks Montacute building (downstairs), sensory/small rooms, disabled toilet, outside student toilets and proceed to oval.
- **Business Manager (Kavita Mer)** – Place – **1.** Signs on front door. **2.** Assist front office Leader.
- **Front Office** – **Lock** Front Door (last person leaving).

### **ACTION ON OVAL:**

- **Front Office Staff** – to hand out ACADEMY EVACUATION CLASS LIST to class teachers.
- **All Staff** - to stand in front of the classes – students sitting on grass (unless it is wet).
- **Teachers** – **1.** Check ACADEMY Roll (once received) **2. Report to Principal** and record **1.** The total number of students present. **2.** The total number of students enrolled in class eg. 18/20
- **PRINCIPAL / ASSISTANT PRINCIPAL** – Check off attendance of teachers and students. Sharon (Mon - Thurs)/Lidia (Tues - Fri) to assist.

- **Specialist teachers** (P.E/Languages/STEM/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 Lynette** and wait for further instructions.
- **SSOs with 1:1 students** – stand immediately behind teacher with 1:1 student.
- **TRTs/SSOs (not 1:1)**  
**BSSOs/VISITORS/VOLUNTEERS/CONTRACTORS/GROUNDSPERSON** 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 practise, Principal and Assistant Principal to alert Junior Primary Special Class and Primary Special Class.*

## MONTACUTE RD

