

Invacuation Procedure

Updated: March 2023

Reviewed: Annually

Emergency

Report the Emergency to Reception.
Call: **Emergency Phone (labelled on phone in red) or Front Office Ext: 101.**
Leadership Team to call **Emergency Services (Call 000)** as required.



Siren sound = continuous engaged signal. (This sounds like a “phone engaged” beep sound)



Stay in your classroom OR if outside, move to the closest room that has a teacher present.



Stay calm and listen to the teachers.



Remain out of view of the doors and windows quietly.



The all clear will be **2 blasts** of the siren.

Students

- In classroom take directions from your teacher/TRT.
- If you are outside or in the hallway and there is no adult present go to the nearest classroom as quickly and safely as possible (including Gym).
- Report to the teacher in that room and sit quietly away from doors and windows or under your tables.
- Follow adult instructions “Stay Low and Quiet”.

Staff

- Staff closest to external doors must lock any exiting external door with the fob.
- Staff in single offices should move to a classroom and support the staff and students (only if there is one next door).
- Teachers/TRT in charge of class at the time are responsible for securing the room and ensuring students safety.

The Teacher Should

- All outdoor classes return to the closest classroom, or Gym as quickly and safely as possible.
- People on errands or toilet breaks go to the nearest classroom and follow procedures. (eg. Students in wheelchairs at risk students, SSO or teacher takes student to the nearest classroom.)
- Instruct the class to sit on the floor and out of sight of windows and doors. Stay there until the all clear is signalled.
- Turn off all lights and appliances.
- Lock all doors, windows and draw blinds.
- Keep children calm and sit out of view of windows and doors.
- Circumstances may be unpredictable and require the initiative of staff.
- Doors and windows need to remain locked until the all clear is given by an ETPS Leadership Team member.

Other

- The OSHC Leader follows the same invacuation process when ‘out of school hours’ (in a modified format).
- All parents/carers/visitors should be directed by staff members to the nearest room/office.

Notifying Leaders

While keeping yourself safe, report all students/staff present in your room and any missing students/staff by sending a text message to Assunta or calling extension 102 or 103 on the class phone. For those staff who do not have Assunta’s phone number or are calling by mobile phone, use the school number of 83371411.

All Clear Information

- The all clear will be **2 blasts** of the siren.
- This will be followed by an ‘all clear’ verbal message, over the PA system, by a school leadership team member.
- In some cases this might be followed by an evacuation to account for all students and staff.