

## Evacuation Policy 2018

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

**In an Emergency: Call: Emergency Phone (Labelled on phone in red) or Front Office Ext: 101**

- **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-Maria Cocca, Sharon Jonas and Nada Cirocco), Kavita Mer, Maria Cocca, Sharon Jonas 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, First Aid kit, Staff List. Print Evacuation Report (Attendance/visitors and TRT's) 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).
- **Senior Leader (Assunta)**– Straight to oval and assist principal.
- **Senior Leader (Martha)** – checks Henry Building and their toilets and supports students to proceed to oval.
- **Senior Leader- IELC (Wendy)** – checks Montacute building (downstairs)–sensory/small rooms, disabled toilet, outside student toilets and proceed to oval.
- **Sunitha McCarey (Teacher)**– Walk through and check Montecute building (upstairs) and proceed to oval.
- **Finance Officer (Kavita Mer)** – 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:**

- **All Staff** - to stand in front of the classes – students sitting on grass (unless it is wet).
- **Teachers-** 1. Check Roll 2. **Report to Principal** with **Class Information folder** 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. Nada/ Sharon to assist.
- **Specialist teachers** (P.E/Languages/STEM/Science/Drama)- 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/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 practice. Principal to alert JP Special Class and Lisa Marschall as well as Lynda (Monday to Wednesday) Cheree (Wednesday-Friday -re: student - Mairead.)*

# MONTACUTE RD.

R  
O  
B  
S  
O  
N  
R  
D

Assembly Area

**NB:** Line up

- In classroom order Room 1 to 23.
- Close together
- Stand in front of class

MONTACUTE  
M1 - M10

ROBSON  
R12 -R18

CURTIS  
C19,  
C20, C21

HENRY  
H22, H23

GYM

Visitors & Contractors

Rooms: 1 → 23

ROBSON  
BUILDING

PLAYGROUND