EVACUATION PROCEDURES

Staff

1. Wait for notification from the block warden or emergency bell alert (5 rings repeated every 5 seconds - buzzer). In the case of an electricity blackout, the air horn will be used.

2. Ask students to leave the room in an orderly fashion. Students are NOT to take their belongings with them.

3. Remove the red emergency folder, close windows and the door; turn off the heater using the black button.

4. Evacuate using the safest planned route (see map on page 31).

5. Proceed to the assembly point – far corner of the oval on the Binnaway Avenue side of the site.

6. Check attendance of students at the assembly point (class list in the emergency folder).

7. Report attendance to assembly wardens (Assistant Principals).

8. Keep students calm and the class together. Await further instruction by the Principal.

9. In the case of dispersal, record on roll which student was released and who to, such as: parent / caregiver.
**Principal**

* Establish nature of the emergency.

* Take appropriate evacuation action and alert school personnel, especially the wardens.

* Brief emergency service upon arrival.

* Move to assembly area on completion of evacuation with a master set of keys (to school buildings) and the PA system.

* Ensure the Assistant Principals are familiar with the procedures.

*Note*: Class free or support staff are to report to the Principal or Assistant Principals for special duties.

**Deputy Principal**

On hearing the alarm:

* Report to the senior school assistant.

* Sound the air horn near the demountable classrooms.

**Senior School Assistant**

On hearing the alarm:

* Ensure all items are immediately available for emergency use at direction of the Principal.

* On instruction, contact emergency services.

* Check the sick bay area and administration block.

* Direct a school assistant to take a first aid kit to the assembly area.
Block Wardens

Block wardens will:

* Instruct teachers of evacuation and direction of exit to assembly area.
* Check no persons have been left behind in storerooms and offices.
* Proceed to assembly point.

Assembly Area Wardens (Assistant Principals)

In the event of an emergency:

* Move to the oval (against Binnaway Avenue fence) or safe area.
* Register classes that have reported there as they arrive and the name of any person unaccounted for.
* Direct all people at the assembly area.
* Report an update of the situation to the Principal when s/he arrives at the assembly area.

First Aid Warden

In the event of an emergency:

* Attend to casualties and hand over to medical authorities when they arrive.
* Register casualties, particularly those handed over to authorities.
<table>
<thead>
<tr>
<th>CONTROL STAFF</th>
<th>KEY PERSONNEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wardens</td>
<td>Area</td>
</tr>
<tr>
<td>Block A</td>
<td>senior school assistant deputy principal administration block</td>
</tr>
<tr>
<td>Block B</td>
<td>room 1 teacher rooms 1 2 3 4 toilet block</td>
</tr>
<tr>
<td>Block B</td>
<td>room 5 teacher rooms 5 6 15 16</td>
</tr>
<tr>
<td>Block C</td>
<td>teacher / librarian special programs room disabled toilet library AV room</td>
</tr>
<tr>
<td>Block C</td>
<td>room 7 teacher rooms 7 8 17 18 19</td>
</tr>
<tr>
<td>Block D</td>
<td>room 9 teacher rooms 9 10 11 toilet block</td>
</tr>
<tr>
<td>Block D</td>
<td>room 12 teacher rooms 12 13 14 20</td>
</tr>
<tr>
<td>Block E</td>
<td>teacher in the hall communal hall or school assistant hall toilets all storerooms reading recovery room</td>
</tr>
<tr>
<td>Block F</td>
<td>canteen manager canteen</td>
</tr>
<tr>
<td>First Aid</td>
<td>school assistant to take first aid kit to the assembly area</td>
</tr>
<tr>
<td>Assembly Area</td>
<td>assistant principals ES1 AP K classes S1 AP 1, 2 classes S2 AP 3, 4 classes S3 AP 5, 6 classes</td>
</tr>
</tbody>
</table>
Lockdown and Lockout Procedures

Rationale:
As part of our School’s duty of care it is necessary to have emergency evacuation procedures in place, should an emergency situation arise.

Code Red

Scenarios:
These scenarios, though unlikely, would require the Code Red Emergency Procedures to be implemented.
Dangerous/armed person(s) entering the school grounds.
Terrorist activity
Kidnapping/hostage situation
Bomb threat
Explosion, chemical hazard, transport or industrial accident.
Severe windstorm/thunderstorm/hail storm [Classroom scenario]
Fire [Playground scenario]

Implementation:
If a potential situation arises, notify executive staff immediately. If a decision for emergency action is taken, the following will occur:
There are 2 types of warnings:
1. Two 10 second+ rings of the school bell
   or
   [in case school bell is disabled]

The office will contact the appropriate emergency authority

Procedures [See attached procedure page]

Additional information:

Code Red - Classroom scenario

Library & Support Staff will secure their rooms, and follow procedures for classrooms.
Ancillary staff, in liaison with Principal and Deputy Principal, are to secure the office building and contact the appropriate emergency authority.
Principal and Deputy Principal will check toilets.
General Assistant and Cleaning staff will report to the office.
Voluntary workers/Scripture teachers will remain in their area of deployment and await instruction from their supervisors.
Additional information [continued]:

2. Code Red - Playground scenario

All Teaching staff, Library & Support Staff will report to the assembly point; rear of the oval (evacuation) or hall (danger).

Ancillary staff, in liaison with Principal and Deputy Principal, are to secure the office building and contact the appropriate emergency authority.

Office staff will take class rolls and megaphone to teacher on duty and inform them if it is an evacuation or danger situation.

Principal and Deputy Principal will check toilets.

General Assistant will open Front gate and both Side gates before reporting to the office.

Cleaning staff will report to the office.

Voluntary workers/Scripture teachers will remain in their area of deployment and await instruction from their supervisors.

**Code Orange**

Scenarios:
These scenarios would require the Code Orange Emergency Procedures to be implemented.

- Dangerous animal enters the school grounds. Eg - wild dog, snake, swarm of bees
- Dangerous situation with a child
- Potentially hazardous material in the playground
- Potentially dangerous/threatening persons enter the school grounds

Implementation:
If a potential situation arises, notify executive staff immediately. If a decision for emergency action is taken,

One 10 second+ rings of the school bell

The office will contact the appropriate emergency authority

Procedures [See attached procedure page]

Additional information:

Library & Support Staff will secure their rooms, and follow procedures for classrooms.

Ancillary staff, in liaison with Principal and Deputy Principals, will contact the appropriate emergency authority.

Principal and Deputy Principals will check toilets.
Code Red Organisation

Warning:

1. Two 10 second+ rings of the school bell  
   or  
   [in case school bell is disabled]

Classroom scenario

Procedure:
Teacher announces “We have a Code Red”.  
Students sit/crouch underneath desks.  
Lock doors and close windows. Turn off lights.  
Students out of class move to nearest classroom.  
Remain calm & quiet. Await instructions from Executive staff or emergency workers.

2 bells signals end of Code Red. [Ignore other bells]

Playground scenario

Procedure:
Teacher identifies himself/herself in the playground [waves arms].  
Students move immediately to nearest teacher.  
Teacher quickly guides students to hall (danger) or evacuation area, as notified by office staff.  
Students sit down and quietly await further instructions from staff or emergency workers.

2 bells signals end of Code Red. [Ignore all other bells]

Code Orange

Warning:

1. One 10 second+ rings of the school bell

Procedure:
Lock doors and close windows.  
Continue normal lessons.  
All students remain within the classroom and do not leave for messages, library or other reasons.  
Students out of class move to the nearest classroom.  
Remain calm & quiet. Await instructions from Executive staff or emergency workers.

2 bells signals end of Code Orange. [Ignore other bells]