

Evacuation Policy 2020

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/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, Kavita Mer and relief SSO/s sound continuous siren (Note: if electricity out use hand held Mega Phone kept in Front Office emergency trolley.)
- Front Desk SSO –Print ACADEMY EVACUATION report (Staff/Classes/Visitors), Collect 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/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.
- Wellbeing 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.
- Business Manager (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 ACADEMY Roll (once received) 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. Megan (M/T/W)/ Sharon (Th)/Lydia (F) 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 Gael and wait for further instructions.
- SSOs with 1:1 students – stand immediately behind teacher with 1:1 student
- TRT's/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 practice. Principal to alert JP Special Class and R17Teacher as well as Lynda/Cheree re: student - Mairead.

MONTACUTE RD.

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Emergency 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