

Emergency Evacuation Procedure (Students/Staff – Daily Notices) 2019

Once you hear the sound of the Evacuation **siren** and **continuous bells** or a flashing light outside the Hearing Support Rooms the following procedure apply.

During class times

- Observe and use the safest practical route from your room - refer to evacuation route map in each room
- Teachers count number of students before students leave classroom
- **Take all your personal possessions**, especially your **bags** with you when you leave the room
- Teachers take class roll, check that room is empty. Close door
- Keep to sides of corridors and to the left on stairs
- Responsible leaders walk at the front, teachers at rear of class
- Move to designated emergency meeting area and by most direct route if safe to do so. Keep clear of buildings where possible.
- Classes assemble in Roll Call Classes at emergency area.
- Roll classes **sit** in alphabetical order. The first student on the roll stands up and holds their **roll call sign** for others to see.
- Roll Call teachers to stand **in front of the cone markers** and remain there
- School Admin. staff to **deliver the roll** to the roll teacher
- Roll teachers count students and remain with classes
- After the roll call, the school Admin. staff will then take the class rolls from the teachers
- Do not leave evacuation area until all clear given or directed to do so by Principal/ Deputy Principal

During recesses/lunch and sport

- Students should make their way by the safest and shortest route to the designated emergency meeting area and await further instructions from teachers in charge
- Playground staff to ensure that students are removed from toilets, change room, canteen and other areas under their control
- Staff in buildings to check buildings
- Proceed with normal evacuation as above

Designated Emergency Meeting Area

All students and staff are to proceed directly to the oval - closest to Emu Plains Station (the railway boundary fence)

All Clear

All clear will be signaled by **one long blast of the siren**, at which time classes will return to the room/ quadrangle under the supervision of the teachers.