



Emergency Evacuation Policy

In the event of an emergency requiring buildings to be evacuated:

- (1) A continuous warning will be sounded on the siren by school Administration Officer.
- (2) An announcement will be made by the Principal (or delegate), circumstances permitting, over the public address system.

Class Teacher's Responsibilities

- (1) Take the class sheet and escort students safely out of the building to the nominated assembly area which is the central grassed area near Resource Centre.
- (2) Close classroom door.
- (3) Do not allow students to take school-bags etc. or re-enter the building.
- (4) Once in the nominated assembly area, call the roll.
Advise Principal, Deputy Principal or Senior Leader of:
 - (a) any students who are missing.
 - (b) any students who are absent.
- (5) Remain in charge of class until the all clear is given.

NIT Teachers' Responsibilities

- (1) It is likely that these teachers will not have access to the class sheet and may not have a current class list. Accompany the students to the nominated assembly area.
- (2) Close classroom door.
- (3) Do not allow students to take bags etc. with them or re-enter the building.
- (4) Once in the nominated assembly area, remain with the class until the class teacher arrives to take over.
- (5) Assist the class teacher to call the roll, advise Principal, Deputy Principal or Senior Leader of:
 - (a) any students who are missing or
 - (b) any students who are absent.
- (6) Remain to assist the class teacher until otherwise directed.

Support Staff Responsibilities

- (1) School Administration Officer to leave the building with
 - o Set of current class lists (kept by telephone in office)
 - o Classroom checklist
 - o Visitors Log In book from the front office
 - o Staff list
 - o Meet the Principal, Deputy Principal or Senior Leader at the nominated assembly area and give required information to them.
- (2) School Administration Officer/s to sound a continuous warning on the siren as long as necessary.
- (3) School Administration Officer to telephone Police, Fire Brigade or other necessary service.
- (4) Other support staff to telephone various areas of the school campus - all teaching areas, the Canteen, Dental Clinic and any contract worker on site to advise of need for evacuation. These service centres and contractors to assemble with school on the grassed area near the Resource Centre and report to the Fire Warden of their presence.

N.B. It may be necessary for some/all phone calls to be made from a mobile phone depending on the circumstances.

- (5) Megaphones to be taken to assembly point by staff as listed under “communication while outside”.
- (6) Both doors to front office/s should be closed.

Non-Class areas to be checked

| | by |
|-----------------------------|---------------------------|
| Pastoral Care Room | Kieran Smith |
| SSO room (Penfold) | SSO Curriculum Staff |
| Admin areas | Jane Mehaffey |
| Toilets by staffroom | Jane Mehaffey |
| Staff room | Jane Mehaffey |
| Upstairs toilets (Murray) | Anne Headland/Cath Cooper |
| Upstairs toilets (Ferguson) | |
| Boys | Nathan Grimaldi |
| Girls | Amy Bigg |
| Downstairs (Ferguson) | |
| Boys | James Hancock |
| Girls | Chris Limmer |

Responsibilities of Senior Staff

- (1) Meet with class teachers to check assigned classes in nominated assembly area.
- (2) Collect names of students who are missing or absent.
- (3) Liaise with each other and emergency services personnel as necessary.

ASSEMBLY POINT – Central grassed area

All classes, teachers, school support officers and visitors onsite , along with staff from Canteen and Dental clinic should assemble on the grassed area near the Resource Centre with Principal, Deputy Principal, Senior Leader and Fire Warden

Leaving buildings

Resource Centre/Murray Building

3 classes closest to the eastern end of the building, exit the building down through the emergency exit door and then the western stairs of that building.

2 classes closest to the western end will exit the building down the stairs at the western end of the building. Class/es in the RC to leave via front door if applicable.

Ferguson Building

F8 -F11 leave via the western staircase.

F12-F15 & Art Area should leave via the eastern staircase.

Performing Arts Centre classes should leave via the eastern door of that area.

Science classes should leave via the nearest and safest exit door to that area.

F3-F5 leave via the eastern door.

F2 exit via the door opposite the class area.

F1 exit via the western door closest to the classroom.

R-2 classes (P1-P16) in Penfold

Leave via the nearest and safest exit door.