

# Evacuation Procedure

**Signal** – Normal Announcement - Chimes followed by an announcement of where to evacuate to (Oval or Rear of Church). Evacuation Button – RED – front office. Evacuation Siren will then continue.

## Procedures During Class-Time

1. Each teacher is responsible for the class in their care.
2. On instructions from the teacher students are to line up in twos just inside the door. No child is to go out through a corridor.
3. All students, staff and parents are to leave ALL personal belongings behind except a puffer or ventolin and a class list.
4. Make sure the door is left **unlocked**.
5. Children are to move quickly and quietly to the “muster point” and obey the "zero noise signal" once out on the oval. They must not run. They must not stop off for a drink or to go to the toilet. Children are not to be sent on messages e.g. to get a child from the sickbay or to call someone who has gone out to the toilet.
6. EAs to check their designated areas, teachers are to remain with their class.
7. Classes are to line-up in two's in designated areas on the oval facing away from the school. When a class is with a specialist teacher, the classroom teacher is to join their class with a class list at the “muster point”.
8. Names are to be checked as soon as possible. Students should be seated.
9. When names have been checked by staff the coordinator, who will be wearing “fluoro” coloured top, will walk along the line ensuring all children are present. Once their class is assembled, a teacher may not return to the building to look for a missing student unless authorised by the coordinator.
10. The principal will report to the coordinator on the oval

## Procedures during Recess and Lunch

1. Children are to move quickly to the “muster point” and obey the "zero noise signal". They must not run. They must not stop off for a drink or to go to the toilet.
2. Teachers on duty are to direct students to the “muster point” and ensure the playground is clear.
3. Duty teachers are responsible at the “muster point” until the coordinator arrives.
4. Teachers are to assemble in front of their class as soon as possible. Names are to be checked as soon as possible. Students should be seated.
5. EAs to check their designated areas, teachers are to remain with their class.
6. When names have been checked staff are to report to the coordinator who will be wearing “fluoro” coloured top this is normally the assistant principal or designated person. Once their class is assembled, a teacher may not return to the building to look for a missing student.
7. The coordinator will report to the principal
8. Classes will remain seated on the oval until they are directed by the coordinator to move.