EVACUATION PLAN
Revised 2008

• Safety within the school is most important.
• The safety of the children, staff and visitors to the school is the paramount consideration.
• Endeavour at all times to maintain the safety of all persons.

ALARM SYSTEM – EVACUATION AREA
The need for evacuation will be signalled with the school bell system in the permanent buildings and with a message being sent to demountable classrooms.

A series of short rings will indicate that students evacuate rooms and move onto the central lawn area.

A series of long rings will indicate that students evacuate rooms and move onto the games court on the playground.

EVACUATION ACTION
When the alarm sounds:
• Students will cease work immediately.
• Classes will be instructed to move quickly and in an orderly manner from the classroom (small children should hold hands).
• Parents or visitors leave the room and move with the class to the assembly point.
• Bags, lunches, coats etc should not be collected.
• Ensure all students, ancillary and canteen staff have been evacuated from all rooms.
• Keep access roads open for emergency vehicles.

ROLLS
• Take a pen with you to the evacuation site and your critical incident folder.
• Collect a class list from the office staff. Mark the roll and report back to the office staff with regard to whether all the children have been accounted for.

PLANNED EXIT ROUTES
All classes are to exit by the nearest door and to make their way to the evacuation area.

EMERGENCY PHONE NUMBERS
Emergency phone numbers are listed in the Critical Incidents Handbook and are also available in the school office.

TEACHERS CONTROLLERS
Roles and responsibilities are listed in the Critical Incidents Handbook located in the bottom desk draw of each teachers desk.

Roles are designated by the Principal/Critical Incident co-ordinator. All staff members are to be familiar with the handbook and with the roles described therein.

AFTER EVACUATION (in conjunction with Critical Incidents Management Plan)
• Mark the roll.
• Report to office staff with either:
  o All children have been accounted for; or
  o The name/s of children who have not been accounted for and their last known location.
• Assume role as designated and defined in Critical Incidents Handbook.

PRACTICE
Evacuation drill will be held once per term.