

## Onsite Evacuation Plan

Evacuate to the Oval or Bike Shed Shelter under hot or wet conditions.

### Emergency Signal

Business manager will collect the Emergency Kit, which is located on top of the filing cabinet in the office. She will collect the sign out and visitors sign in books and make her way to the oval. On her way to the oval, Business manager will sound the emergency alarm-ringing the bell constantly and directing teachers and students to the oval.

**Principal** will contact emergency services.

### Absences

In the principal's absence the teacher in charge will assume the principal's role in an emergency.

### Classroom evacuation processes.

**All teachers are to take class rolls and phones and close classroom doors on the way out.**

Classroom teachers will **walk** the student to the oval **calmly** and as quickly as possible, exiting out the **closest and safest exits**.

### Specialist Timetable

First priority is student safety to the oval then complete roles and responsibilities.

### Sweepers If it is SAFE to do so...

The principal will sweep all buildings

Sweepers will instruct any remaining students, parents or visitors to the oval.

### Oval Procedures:

Students will sit in a class row.

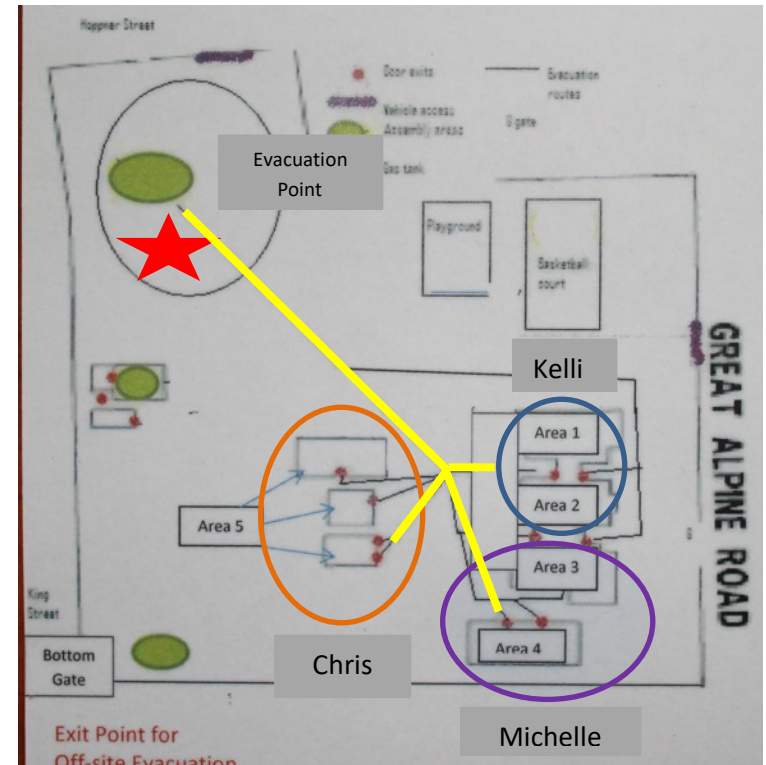
Teachers will notify Principal A) all present or B) of any missing students.

Missing students will be checked against the student sign out book with the business manager.

Business manager will check visitors against the sign in book.

Principal will notify the authorities of any missing students or visitors.

All other instructions will be communicated and followed as directed by the authorities.



## Recess and Lunchtime Emergency Plan

In the event of an emergency at recess or lunchtime, the emergency signal will sound and students are to meet at the assembly area near the flag poles (if safe to do so). Teachers will meet and collect students from this point and either evacuate to the oval or move to the bottom gate to evacuate off site. All staff will perform their roles and responsibilities as outlined on the onsite or off- site plan.