In the event of an emergency evacuation, an **emergency alarm** will sound throughout the school or in the case of power failure a hand bell will signal the following evacuation procedure. The principal or their delegate will announce to evacuate - **For Bush Fire** - move to the hall or church, for **Emergency Evacuation** - move to the school oval

**After Hearing the Alarm:**

1. **STAY CALM** - (important for children to witness this)

2. **TAKE A HEAD COUNT OF STUDENTS.** Wear FLURO VEST. Bring a WHISTLE if you have one. If safe to do so **CLOSE WINDOWS & DOOR UPON LEAVING** but **do not lock them**, switch off IWB, computers, fans, air conditioners and lights in the classroom before leaving, if it is safe to do so. **DO NOT RUN. DO NOT COLLECT BOOKS OR BAGS.**

3. **EVACUATE STUDENTS CALMLY and QUIETLY VIA NEAREST SAFE EXIT** to the assembly point (use evacuation map). **KEEP PASSAGE WAYS CLEAR.** Do not assemble in gateways as this causes congestion. Only Year 2 is to use the stairs near the administration building.

4. **SAFETY STAFF** - **ENSURE ALL ROOMS & TOILETS ARE VACATED**

   **Principal:** Administration Block, Kindergarten, Year 1, 2, 3 & 4 Classrooms, Room Kinder Toilets and Multi-purpose room  
   **Assistant Principal:** Hall, 5& 6 Classrooms, Learning Support, Toilets and Library (Bring portable PA)

5. Librarian and Learning Support Assistants help with supervision and movement of children to the school evacuation area.

6. If the principal or assistant principal are absent their delegate takes responsibility to organise evacuation check.

7. **OFFICE STAFF** take a mobile phone and the emergency contact folder to the evacuation area which includes: Emergency procedures; Emergency contact numbers and School Phone Number directory; Visitor Sign-in Book; Updated class list to distribute for roll call. Medical Action Plans & First Aid Kit.

8. **PRINCIPAL** directs office staff to contact appropriate authorities (000), parish office (4367 4610) & Early Learning Centre (4365 3222) and sounds the alarm (switch marked Emergency Evacuate located in the office behind the PA System on the wall)

9. **PRINCIPAL** organises for a person to wait for and direct authorities in a designated place.

10. **ASSEMBLE STUDENTS IN CLASS AND YEAR GROUPS** at the evacuation area FURTHEST FROM DANGER (usually the western side of the oval facing away from the school)

11. **CALL THE ROLL** - INSIST ON CALM AND QUIET STUDENT BEHAVIOUR

12. **REC** checks with teachers that all children are present and **REPORT TO PRINCIPAL OR ASSISTANT PRINCIPAL WITH ROLL CALL INFORMATION.**

13. **WAIT FOR NOTIFICATION FROM PRINCIPAL OR ASSISTANT PRINCIPAL FOR FURTHER DIRECTIONS**