



Our CARE values of Co-operation, Achievement, Respect and Empathy guide all our actions.

EMERGENCY MANAGEMENT PLAN

EMERGENCY EVACUATION

Emergency Alert

- Continuous siren for evacuation.
- The appropriate emergency services will be called by the Principal.
- Staff should have mobile phones and keys on their person.

Evacuation During Class Time

- Staff members are to direct the students in their care, to leave via the outside classroom door or through the safest exit door and move to the Top Oval via the safest path.

The class manual must accompany the supervising teacher.

- All bags remain in the building.
- Students, staff, volunteers and visitors are to leave building immediately.
- All doors and windows are to be closed if safe to do so.
- No-one should enter, or re-enter, the building once the alert for evacuation has been commenced.
- Under no circumstances is a student to be sent back into the building.
- Staff members are to immediately call the roll for the class in their care and to promptly report to Leadership or Fire Warden the safe presence, or otherwise, of all students.
- Fire Warden/ Principal need to place a staff member at the front gate to guide fire brigade/emergency vehicle to the correct location.

Before And After School, Recess and Lunch

- Students are to assemble on the Top Oval close to Galloway Road at the time the emergency alert is sounded by the siren or announced by staff.
- The outside toilets are to be checked by Leadership. Teachers/OSHC staff on duty in the library/OSHC are to supervise evacuation of that area. The Front Office SSO will check the rooms at the Front Office end of the building.
- Staff members are to assemble on the Top Oval and are to assist senior staff to call the rolls using up-to-date roll sheets and the Register of Visitors which office staff will have collected from the Front Office.

Return to Normal Activities

- The Principal will advise when it is safe to resume normal activities.

Staff mobile phones to be used for all communication.

- Keep on person at all times.
- Turn off silent mode.

EMERGENCY INVACUATION / LOCK DOWN

Sounding of Siren

- Continuous short blasts of the siren, more than 3
- On signal, all in the yard enter the building by the nearest safe entrance and proceed directly to classrooms.

If Outside

- All students return to classroom via nearest safe entrance and follow teacher instructions.
- Students and teachers will shelter in their classrooms. The main aim of taking shelter in the classroom is to minimise movement inside the building and visibility from outside the building.

Students Working 1:1 with SSO, away from their Classroom

- Return to class if it is safe to do so.
- Remain in secure location with SSO.
- SSO to notify front office of location and student.

Lock and secure all classroom doors

- Close blinds in classrooms.
- Ensure visibility to students is minimised (shelter on floor, away from windows).
- Minimise noise and remain out of sight.

Once safe and secure in classroom

- Roll Call
- Front office administration staff will contact class teachers.
- Await phone call from front office and notify of student attendance / absence.
- Students who are away from their main class are to stay with the nearest teacher or SSO.

Use the following:

“We currently have an invacuation to keep everyone safe. Thank you for returning to class quickly and following my instructions, that is really helpful. The principal will tell us when it is safe to return to our class or when we can return to our learning activities.”

Please:

- Stay away from windows and remain out of site.
- Let me know if you need to go to the toilet or get a drink.
- Please remain calm.

Wait for advice that emergency has passed.

Staff mobile phones to be used for all communication.

- Keep on person at all times.
- Turn off silent mode.