

EMERGENCY EVACUATION PROCEDURE

All staff should become thoroughly familiar with the exit routes from their teaching areas, the fire fighting equipment in those areas and **especially the following evacuation procedure.**

When the continuous siren for evacuation sounds the immediate actions are:

- **All students and staff must immediately leave rooms** and buildings via the designated route on the green classroom sign located near the door in each room. Doors should be closed but not locked.
- **Students** are **not to take books** from the room (but should take ipads and laptops only during an evacuation practice) and should cooperate, without question, with any directions from staff. They should move quickly, safely and sensibly to the evacuation area (usually the back oval).
- **Students, staff and visitors with physical disabilities** should move with a teacher or School Support Officer to the closest stairwell and wait until all other students have cleared the area. When clear they should move down the stairs. If unable to negotiate movement down the stairs they should wait with the staff member until help arrives. **The staff member will be responsible for ensuring that a message reaches the Fire Warden (Toby Ward) about their location.**
- **Staff** should leave the room after the students and close the door to the room. All staff should make an attempt to check areas of buildings, including toilets, as they move through the building to ensure they are empty. All staff are to direct students to move quickly and safely to the back oval.
- **Caretake/handyman person** takes PA system to oval.
- **Canteen staff are to vacate** under the direction of the Canteen Manager.
- **Library staff are to vacate** under the direction of the Library Manager.
- **Principal Team** to take mobile telephones to assist in any emergency contacts and to then check the following areas: **Principal:** Front office/administration area/Spence Building Lower. **AP:1 (JB)** Upper floor Dallwitz Maths/Computing. **AP2 (TK)** Senior Study Centre **AP:3 (KH)** Ground floor Dallwitz/Tech St/Media. **AP (DT)** Spence Building Upper/Upper floor Dallwitz Science/H Ec **DP1 (BR)** Ground floor Dallwitz/Art and English. **DP2 (AB)** Music upstairs and downstairs, canteen and gym; **BM (SH)** Brighton Performing Arts Centre.
- **Front office staff** to contact Emergency Services if necessary. **Front office reception person** also takes staff list, staff absentee list, the list of relief teachers for that day, visitors book and maintenance/contractors book.
- **Student reception** staff to take Emergency Box (First aid kit, torches) absentee lists and sick room book.
- **All gas isolation valves must be turned off** in the practical teaching areas, i.e. science, home economics and technology studies. **Curriculum leaders are responsible**
- **Information technology support staff** to collect and take with them back-up tapes for student data and finance.

On arrival at the back oval:

- **Caretaker/handyman person** sets up 2 PA systems, erects year 8-12 signs on oval and if safe to do so turns off gas and power switches.
- **Staff** are to direct students to move quickly and safely to the appropriate year level location and to line up in teaching classes (that are occurring at time of evacuation).
- **Subject teachers** are to check the roll and report all absences to the following: year 8: Jamie Harvey; year 9: Clynton Oakley; year 10: Richard Gohl; year 11: Nicola Martin; year 12: Tristan Kouwenhoven who will be in their respective year level areas. These people will then report absences to the Fire Warden to follow up.
- **Non-teaching staff and visitors** report to the Business Manager on the north eastern end of the cricket pitch on the oval. **Canteen Manager** to check and account for canteen staff.

- **Non Instruction Time (N.I.T.) staff, Withdrawal Room staff and students and Principal Team** report to the Principal/Deputy Principal on the south eastern end of the cricket pitch on the oval.

All students, staff and visitors must remain on the oval until either several short bells sound to signal the return to buildings or instructions are given at the evacuation area. (Principal/Deputy Principal decides the 'all clear').

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