

# EVACUATION PROCEDURE – DURING CLASS TIME



## IMMEDIATE ACTION

At the sound of the siren, teaching staff will instruct the students to:

- Stop work immediately.
- Leave all property as is.
- Line students up in pairs and leave room.
- Teacher to ensure all students have left room, check any storage areas, close (NOT LOCK) doors, take iPad to mark roll.
- Walk as directed to the Assembly Point on the oval. Teacher walks at rear of group.
- Mark roll. If all students accounted for hold up green card, if not, hold up red card.

## FIRE WARDENS

### Chief Warden (Principal – Grant Haigh)

- Sounds siren
- Collect hard hat from emergency area
- Oversees procedures
- Instructs receptionist to notify emergency services
- Avails himself/herself to emergency services

### Fire Warden (PLL – Sharni – Monday to Wednesday, Kelli – Thursday to Friday)

- Collect hat, folder and megaphone
- Proceed to assembly area
- Conduct roll call. Mark off classes as teacher holds up red/green card. Mark off areas as clear from wardens.
- Await further instructions from Chief Warden. Give ALL CLEAR when instructed to by Chief Warden.

### Area Wardens:

Area Wardens report to Sharni that the nominated area is clear.

#### Area Warden 1: Admin Building - Receptionist

- Collect hat. Print out passtab list of visitors. Check Administration building and shut doors.
- Fridays also perform Library Building duties.
- Check off visitors and parish staff at assembly area.

#### Area Warden 2: Quadrangle/MacKillop Centre - Finance Officer

- Collect hat. Check quadrangle toilets, uniform shop, music room.
- Check MacKillop Centre and toilets.
- Check off staff on staff list.

#### Area Warden 3: Library - Library Staff

- Collect hat. Check all Library, Multimedia, staffroom and staff toilets.

#### First Aid Warden – Receptionist

- Collect hat. Bring first aid kit, a mobile phone, asthma puffer, EpiPen. Check toilets and Stage 2 undercover area.
- Conduct first aid at assembly area as required.

**Visitors** All visitors are to participate in these procedures. Report to the school receptionist at the assembly area to have name marked off.

**Parish:** Any members of the parish in the Parish buildings or church to check areas, close (NOT LOCK) doors, and proceed to Assembly Point.