



EVACUATION PROCEDURE – OUT OF CLASS TIME

IMMEDIATE ACTION

At the sound of the siren, staff will work together to assemble students in lines to proceed to the evacuation assembly area.

- Leave all property as is. If in a room, check all students have left room, check any storage areas, close (NOT LOCK) doors.
- Staff to work together to ensure all students leave quickly and calmly in pairs.
- Walk as directed to the Assembly Point on the oval. Teacher walks at rear of group.
- **As this is an out of class evacuation, Class rolls** will be handed out by the Fire Warden.
- Students to class teacher for rolls to be called. 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 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

- If on duty in the library, please pass students to another staff member to escort them to the assembly point.
- Collect Area Warden 3 hat from outside Sharni's room.
- Check all Library, Multimedia, staffroom and staff toilets.

First Aid Warden – Receptionist

- Collect hat. Bring a 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.