

EMERGENCY RESPONSE INSTRUCTIONS

Staff who believe they are witnessing an emergency need to remove everyone away from danger and then make contact with colleagues to assist. Contact the main reception (no 9) ASAP. Then await further instructions.

EVACUATION

= Whooping noise (loud from the start and maintaining volume)

- Stop work immediately.
- Listen to instructions.
- Students are not to take anything with them.
- Teachers are to take a head count as students exit. Teachers are to know who was absent from their regular class, but must not overly delay the evacuation to get this.
- Do not run. Move along the path indicated on the accompanied map.
- Move under the direction of teachers to year areas on the lower oval and report to your contact teacher. The contact teachers will be lined up in Contact Class order.
- If instructed, move to an alternative location. If the alternative location is a classroom block, teachers in the block to allocate a year group to two rooms and the first students to enter the room are to align and stack desks and chairs to the inner wall of the room. Students sit on floor.
- Allocated senior staff check areas from which classes have been evacuated and lock up.

EVACUATION BEFORE SCHOOL, AT RECESS, AT LUNCH

= Whooping noise (loud from the start and maintaining volume)

- Listen to instructions.
- All staff and students move immediately to the lower school oval unless instructed to move to an alternative location. If the alternative location is a classroom block, teachers in the block to allocate a year group to two rooms and the first students to enter the room are to align and stack desks and chairs to the inner wall of the room. Students sit on floor.
- Students report to their contact teacher.
- Allocated senior staff check areas from which classes have been evacuated and lock up.

LOCKDOWN

= Beeping sound increasing in volume (PA instructions will be given)

- Stop work immediately.
- No student is allowed to leave the room/teaching area.
- All doors to be locked and shades drawn where applicable.
- A roll check is conducted.
- Teachers who are not teaching must move to the nearest staff office.

LOCKDOWN BEFORE SCHOOL, AT RECESS, AT LUNCH

= Beeping sound increasing in volume (PA instructions will be given)

- Students and teachers go to the nearest room.

ALL people must remain in their respective areas until the "ALL CLEAR" is given (Direction from Associate Principal, Siren will sound or a PA announcement will be given). No one is to return to the school buildings unless directly instructed to do so.

STAFF should make themselves aware of the location and operation of portable firefighting equipment especially in Design and Technology, Home Economics and Science and only use such equipment if they consider themselves able to do so in a safe manner.