

EMERGENCY EVACUATION PROCEDURE

The following plan has been developed to provide quick, orderly and controlled movement of persons on site should an evacuation of the school be required due to:

- FIRE
- EARTHQUAKE
- DISASTER
- EMERGENCY

IN CASE OF AN EMERGENCY THE SCHOOL WILL BE NOTIFIED OF AN EVACUATION AS FOLLOWS:

If the PA system is operating, evacuation siren will sound, accompanied by verbal instructions/warnings.

“Students are to exit the school under teacher direction.”

If PA system is not operating, repeated sound of loud haler siren/air horn and verbal warnings through runners will signal evacuation.

- Teachers must remain with and in complete control of their class at the time of evacuation and subsequent assembly in designated area/s. They are to:
 - Collect class list/ ipads
 - Count students.
 - Turn off gas / power / air conditioning.
 - Leave **all** personal effects in classroom.
 - Don't lock door.
- Make an orderly exit to assembly area as per evacuation map.
(Should an evacuation assembly area be deemed unsuitable by the Assembly Area Leader then the staff should escort the students to the secondary evacuation area as per evacuation map).
- Keep class seated together in the assembly area and report following to the Zone Leader who will pass the information on to the Assembly Area Leader.

Room number
Missing persons
Injuries

The Assembly Area Leader completes the checklist and forwards summary of information to the Evacuation Controller at the Control Centre.

- Teachers without a class report to the nearest Assembly Area.
- Students and teachers must **wait for instructions** at this time.
- Return to school buildings when authorised by the Evacuation Controller.

If during a break (recess or lunch), staff are asked to assist all students to assemble on the front lawn. Students will be directed to assemble in their House groups. Home Room teachers are to take charge of their class and call the roll.