

EMERGENCY EVACUATION PROCEDURE



GUIDELINES

- **The Evacuation Procedure will be practised twice throughout the year.**
- **Class teachers are responsible for ensuring that the pupils in their care proceed to the place of Assembly in an orderly manner.**
- **The teacher will lead the students at the front with the class list**
- **NO-ONE must re-enter the buildings. Permission will be given by the Fire Brigade or by the Principal, when appropriate.**
- **The Principal or delegates are responsible for finding missing children and are the only persons to attempt to do so.**

PROCEDURES

- **In the event of an evacuation, the school alarm will be set off. If you are unsure if the alarm is for an evacuation please evacuate immediately. It is better to be safe than sorry.**
- **When the alarm is sounded, children are to be led to their assembly point.**
- **At the assembly point the teacher will call the role to ensure that all children are present.**
In the case of a Specialist teacher using the Learning Centre, MPR Room, Hall, Computer Lab or Library they will follow the class to their assembly area and establish a class list.
- **The Principal or delegate will go to the assembly point to establish if any child or adult is unaccounted for.**
- **THE PRINCIPAL OR THEIR DELEGATE ARE TO BE GIVEN THE IMMEDIATE ATTENTION OF THE STAFF IN THE AREA.**
- **The provision of the information is more important than a child's needs at this point.**
- **Teachers and children will wait at the assembly point for instructions from the Principal.**
- **If a child is unaccounted for, inform the Principal or their delegate.**
- **Teachers and children will wait at the assembly point for instructions from the Principal or delegate.**
- **The School Secretary will:**
 - **Sound the siren (press 8888 then arm (lock symbol) the system– beeping siren)**
 - **Ring the appropriate authority**
 - **Take the class lists**
 - **Move to the Junior School Oval**

EXITS

- Pre-Kindy/Kindy:** via door to North, then gate to west and proceed to the Junior School Oval
- Pre-Primary:** via door to North to the Junior School Oval
- Year One:** double doors adjacent to classroom door to Junior School Oval
- Year Two;** double doors adjacent to the Learning Centre to the Junior School Oval
- Year Three:** double doors adjacent to the boys' toilets then via ramp to the Junior School Oval
- Year Four:** double doors adjacent to the boys' toilets then via ramp to the Junior School Oval
- Year Five:** double doors leading to the undercroft then via east gate to the Junior School Oval
- Year Six:** double doors leading to the undercroft then via east gate to the Junior School Oval
- Computer Lab:** external door to the undercroft then via east gate to the Junior School Oval
- Learning Centre:** double doors adjacent to the girls' toilet then via the ramp to the Junior School Oval
- Undercroft:** via east gate to the Junior School Oval
- Multi Purpose Room/MPR:** out the door down the ramp towards the Junior School Oval
- Library:** out the door down the ramp towards the Junior School Oval
- Canteen:** via undercroft to the east gate and to the Junior School Oval
- Administration:** out the door and along the path to the Junior School Oval Administration & Staff room via main entrance to the netball courts
- Uniform Shop:** out the front door to the Junior School Oval
- Meeting Room:** out the front door to the Junior School Oval
- Hall:** via the glass doors and via the path to the Junior School Oval near the Church
- Kitchen Hall:** via the glass doors and via the path to the Junior School Oval near the Church

ASSEMBLY AREAS

Preferred Area:

Junior School Oval near the Church: Teacher-in-Charge: Assistant Principals

Back-up Area:

Balcatta Primary School Top Oval: Teacher-in-Charge: Assistant Principals

RECESS OR LUNCHTIME EVACUATION

In the event that an evacuation is required during the recess or lunch breaks the following procedure will apply:

- The teacher on duty on the Senior Oval will assemble all the children there on the Balcatta School Oval and sort them into class groups.
- The teacher on duty on the Junior Oval will assemble the children on the oval in their class groups.
- The teacher on duty in the Undercover Area will assemble the children and take them to the Junior Oval via the path along the Pre-Primary.
- Administration and Staffroom exit via main entrance to the netball courts before moving as directed to either assembly area
- The School Secretary will bring the class lists.
- The Principal, Assistant Principals, PK – 3 and School Secretary will coordinate the crisis from the Junior Oval.

LOCKDOWN

In a case of a person entering the school buildings with a weapon or perceived to be dangerous the school will be notified by a staff and the communications officer (secretary) will announce over the PA there is Mr LOCK in a certain area of the school eg Mr Lock is in the library.

Teachers are to lock the classroom door. Staff to instruct students to gather into the middle of the classroom and stay quiet and as low as possible or the safest place in the classroom.

Students who are outside the classroom will be gathered by the closest available staff member and taken to the nearest safe classroom. Staff will be notified over the PA when the All Clear is given

Admin will call the police immediately.

Lockdown will be practised at least once a year.

March 2014