

FALCON PRIMARY SCHOOL



EVACUATION PROCEDURE 2018

[Updated 31/1/18]

Evacuation of the school buildings may be necessary due to fire (bushfire), earthquake, impact by aircraft, bomb threat or explosion, gas leak etc.

Any of the following alarms requires **EVACUATION** outdoors by all school personnel (staff, students, parents, visitors).

- Three short blasts of the school siren **AND/OR**
- Mayday call on the PA system **AND/OR**
- Three whistle blasts (repeatedly) if power failure.

At the sound of the **EVACUATION WARNING** teachers should:

1. Collect Emergency Management File (including class lists) and usher children from classrooms to designated check point areas on the single court adjoining the oval. Students take drink bottles and hats if safe to do so. Lock doors for drill only.
2. Maintain close control of their class ensuring there is no panic.
3. Evacuate classrooms and move to Check Point Area along the **shortest and safest** path, keeping away from buildings. (see recommended Evacuation map). Seat classes in blocks (ECE closest to carpark)
4. At Checkpoint Area teachers do a 'roll call' from class lists and mark off students present. Inform Checkpoint Coordinators immediately of students not accounted for.

Assistant Principals to match absentee lists (from SIS) with class lists and then coordinate the search for missing children and staff. Assistant Principal to unlock the chain to enable access to the oval by classes and emergency vehicles and take down the megaphone.

Initial checks are carried out by the following staff:

K (including toilets)	Education Assistants
ECE Block (including toilets)	Education Assistants (or class teacher)
Block 1 (including toilets)	Sarah Hill
Block 2 (including toilets)	Michelle Kelly
Block 3 (including toilets)	Julie Driver
Block 4 (including toilets)	Gillian Shilling
Block 5 (including toilets)	Judy Hughes / Sam Coates
Library / Resource/Rm 1.7	Robyn Hyde
Administration Block (including toilets)	Robyn Reynolds

On arrival at oval the following staff act as **Checkpoint Coordinators**

K	Kim Dodd/Judy Coate
PP	Deb Wiseman
Block 1	Jane Giles
Block 2	Sally Hurle / Sam Coates
Block 3	Lenie Henderer
Block 4	Jacqui Jurewicz
Block 5	Kelly Penkala
Administration	Tiffany Hennessey

In some circumstances it may be necessary for students, staff, parents and visitors to either remain INDOORS or move INDOORS. When this is necessary a PA announcement will be made and/or continuous siren/whistle blasts made.

The Principal must be notified of any student who is unable to be accounted for after each search
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