



# FALCON PRIMARY SCHOOL

## **EVACUATION PROCEDURE 2015**

[Updated 28/1/15]

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. 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 match absentee lists (from SIS) with class lists and then coordinate the search for missing children and staff. Assistant Principal unlocks 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)	<b>Education Assistants</b>
ECE Block (including toilets)	<b>Education Assistants (or class teacher)</b>
Block 1 (including toilets)	<b>Leanne Lewis</b>
Block 2 (including toilets)	<b>Justine Melbourne/Alison Goss</b>
Block 3 (including toilets)	<b>Yvonne Phillips</b>
Block 4 (including toilets)	<b>Barbara Pearson</b>
Block 5 (including toilets)	<b>Judy Hughes</b>
Library / Resource/Room 17	<b>Robyn Hyde</b>
Administration Block (including toilets)	<b>Robyn Reynolds</b>

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

<b>K</b>	<b>Kim Dodd/Judy Coate</b>
<b>PP</b>	<b>Maureen Willcock</b>
<b>Block 1</b>	<b>Sally Hurlle</b>
<b>Block 2</b>	<b>Michelle Kelly</b>
<b>Block 3</b>	<b>Teena Dixon</b>
<b>Block 4</b>	<b>Jacqui Jurewicz</b>
<b>Block 5</b>	<b>Kelly Penkala</b>
<b>Administration</b>	<b>Tiffany Hennessey</b>

***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