

Emergency Procedures

In the event of a fire close to the school – 3 blasts (3) – Follow Action Plan

- Close windows, switch off air conditioners, close all doors as you leave
- Evacuate and move to Tiwu (safe refuge building)

Admin staff:

- To bring Emergency Folder – student list inside
- To bring Admin Emergency Kit & First Aid bag, plus student medications
- Roll call when in Tiwu (safe refuge building) - no student is to leave the building
- Toilets located in building.
- Response team to follow Action Sheets

In the event of a fire passing over the school – Follow Action Plan

- All people on site should be in (Tiwu) Safe Refuge building.
- OSHC – Principal/staff member to remain with OSHC until all safe.

Evacuation Procedure

Internal Fire, Chemical Spills, Bomb Threats – one long blast

In the event of the alarm being raised, all staff, students, parents and visitors are to move to the safe area. The map shows most probable evacuation route. **The assembly area is on the oval.**

The Principal will:

- raise the alarm and check gates are open for emergency vehicles only
- check outside toilets and areas (cubbies)

Teachers will:

- evacuate buildings and move to oval with Emergency folder
- check attendance and absentee records

Admin staff:

- telephone CFS 000, Police, Ambulance (as appropriate)
- bring first aid kit, emergency contacts and mobile phone to the oval

Invacuation Procedure

Threat to safety from outside of school buildings – repeated short blasts

In the event of the alarm being raised (repeated blasts of the siren) all staff, students, parents and visitors are to stay in or move to the nearest building.

The Principal will, if safe to do so:

- check toilets and play areas
- If telephones are working, call through to check in with teachers in all buildings and verify students/staff

Teachers will:

- lock doors, windows, sit on the floor
- note students and wait for Principal to call that it is safe
- telephone CFS 000, Police, Ambulance (as appropriate)



