

## Evacuations are implemented for safety of students and staff.

### Process

1. Leadership will survey situation and call for evacuation
2. Principal/Front office staff ring continuous siren for 1 minute **\*\*long continuous siren = long walk (evacuate)**
3. Teachers collect roll from pack located at exit of room, call roll and check for missing students
4. Exit room, **close door**, check 'Building areas', all ...01 classes: take **Building Sign**
5. Evacuate to GA1 oval via safest route to allocated area – see map. Listen for directions of leadership/delegates
6. Report missing students to red/yellow helmet
7. When all students accounted for, R-3 classes send **red card** to **red helmet** and year 4-6 send **yellow card** to **yellow helmet**. If you need a roll, ask *red/yellow helmet assistant*.
8. Supervise students until authorised to leave
9. Specialist teachers remain with class until teacher arrives, then report to and remain with **blue helmet**
10. Non-classroom based staff, parents/carers, visitors report to and remain with **blue helmet**
11. Any questions – see red/yellow helmet assistants

### Building Checks - Class responsible for Building Signs are in **Orange**

| Eucalyptus | Check Area               |     | Check Area   |
|------------|--------------------------|-----|--------------|
| <b>E01</b> | Girls Toilets            | E02 | Boys Toilets |
| E03        |                          | E04 |              |
| E05        | EALD and phonics offices |     |              |

| Ghost Gums | Check Area                     |     | Check Area    |
|------------|--------------------------------|-----|---------------|
| <b>G01</b> | Boys Toilets                   | G02 | Girls Toilets |
| G03        |                                | G04 |               |
| G05        | Minilit and Aboriginal Ed room |     |               |

| Homestead  | Check Area      |     | Check Area    |
|------------|-----------------|-----|---------------|
| <b>H01</b> |                 | H02 | Girls Toilets |
| H03        | Boys Toilets    | H04 | Cyber Centre  |
| H05        | Withdrawal room | H06 |               |

| IBIS       | Check Area    |     | Check Area   |
|------------|---------------|-----|--------------|
| <b>I01</b> |               | I02 |              |
| I03        | Girls Toilets | I04 | Boys Toilets |
| I05        | Teacher prep  |     |              |

| Kookaburra | Check Area             |     | Check Area                     |
|------------|------------------------|-----|--------------------------------|
| <b>K01</b> | Toilets/Decodable room | K02 | Store Room/speech/BSSO/ toilet |

| Lorikeet   | Check Area |     | Check Area   |
|------------|------------|-----|--------------|
| <b>L01</b> |            | L02 | Toilets/Hall |

## Leader Responsibilities

|   |  |
|---|--|
| Principal – Leanne Trewartha<br>Assistant – Louise Chalmers                     | <ul style="list-style-type: none"> <li>• Sound evacuation alarm</li> <li>• Take mobile phone to evacuation area</li> <li>• Ensure administration area is evacuated</li> <li>• Blow air horn to announce end of fire drill</li> </ul>   |
| DP - Nicole Blackmore<br><br><b>White Helmet</b>                                | <ul style="list-style-type: none"> <li>• Take mobile phone to evacuation area</li> <li>• Coordinate evacuation</li> <li>• Report missing students/staff/visitors to Emergency Services immediately</li> <li>• Report to Principal and Emergency Services when all students/staff/visitors accounted for</li> <li>• Answer questions, deal with problems</li> </ul> |
| AP - Jackie Richardson<br><br><b>Red Helmet</b><br><br>Assistant - Trish Kroon  | <ul style="list-style-type: none"> <li>• Collect roll books/class lists (R – 3) from Kerry's Office</li> <li>• At GA1, receive red cards and account for all classes</li> <li>• Report all classes accounted for to WHITE HELMET</li> <li>• Report missing students to WHITE HELMET</li> <li>• <b>Trish</b> - hand out rolls &amp; answer questions</li> </ul>     |
| AP - Nick Joyce<br><br><b>Yellow Helmet</b><br><br>Assistant – Karen Heapy      | <ul style="list-style-type: none"> <li>• Collect roll books/class lists (4-6) from Kerry's Office</li> <li>• At GA1, receive yellow cards and account for all classes</li> <li>• Report all classes accounted for to WHITE HELMET</li> <li>• Report missing students to WHITE HELMET</li> <li>• <b>Karen</b> - hand out rolls &amp; answer questions</li> </ul>    |
| AP - Tania Dal Zotto<br><br><b>Blue Helmet</b><br><br>Assistant - Kerry Reitano | <ul style="list-style-type: none"> <li>• Collect: <ul style="list-style-type: none"> <li>- Visitor Sign In Register</li> <li>- TRT Sign In Register</li> <li>- Maintenance Sign In Register</li> <li>- Staff Sign Out Register</li> </ul> </li> <li>• Report missing staff/personnel to WHITE HELMET</li> </ul>  |
| First Aid - Jayne Battams<br><br><b>Green Helmet</b>                            | <ul style="list-style-type: none"> <li>• Check sick/first aid room, staff toilets and boardroom</li> <li>• Escort unwell students to GA1</li> <li>• Take first aid backpack and asthma kit to GA1 and attend to first aid as required</li> </ul>   |
| Business Manager – Christina Charalambous<br><br>Assistant - Libby Banwell      | <ul style="list-style-type: none"> <li>• Ring 000</li> <li>• Meet and direct Emergency Services to affected area</li> <li>• Give Chemical Hazards List and Emergency Management Plan to Emergency Services</li> </ul>  |
| Safety rep – Andy Higgs<br><br>Assistant Paul Berry                             | <ul style="list-style-type: none"> <li>• Ring Kindy and OSHC</li> <li>• Isolate electricity if required</li> <li>• Assist classes to evacuate to GA1</li> <li>• <b>Andy</b> - blows air horn under Canopy and Main Yard in case of power failure</li> <li>• <b>Paul</b> - blows air horn around Ibis, Homestead and OSHC in case of power failure</li> </ul>       |
| Canteen Manager - Lawrie  | <ul style="list-style-type: none"> <li>• Check canteen area, turn everything off and evacuate with canteen volunteers</li> <li>• Report missing volunteers to <b>blue</b> helmet</li> </ul>  |
| Library - Karen Heapy   | <ul style="list-style-type: none"> <li>• Check Resource Centre- office, storerooms and teacher resource area</li> </ul>  |

## Map - Take shortest route to GA1 line up area

