Emergency Procedures 2016

Class Teachers
- Assemble class and be ready to move. Leave all personal belongings. Take evacuation “GO KIT” (vest/clipboard/class list)
- Take current class roll to evacuation assembly point.
- Move out on instruction from either:
  - Area Warden
  - PA Announcement
  - Phone Call
- Assemble Class according to directions from the Chief Warden (see Map for evacuation paths).
- Classes are to be seated in order of Kindergarten to Year 6 once assembled at the Evacuation Point
- Approach Chief Warden and inform that all students are accounted for.

Support Staff and Education Assistants
- Move immediately with students to assembly area; do not return to learning area.

Codes – To be announced by PA

<table>
<thead>
<tr>
<th>Code Orange</th>
<th>Evacuate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Black</td>
<td>Lock Down</td>
</tr>
<tr>
<td>Code Green</td>
<td>All Clear</td>
</tr>
</tbody>
</table>

Lock Down Procedures

A Lock Down will be announced by the Chief Warden or representative over the PA.
- Teachers must account for all students in their class.
- Doors to Learning Areas must be locked.
- Students and Staff are to remain within the locked classroom until the Lock Down is over.