

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

Code Orange = **Evacuate**

Code Black = **Lock Down**

Code Green = **All Clear**

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.**



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