



Sutherland Dianella *Primary*

Emergency Procedures

Class Teachers

- ✓ Assemble class and be ready to move. Leave all personal belongings
- ✓ 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.