

Wheeler Heights Public School Evacuation Procedure

Date: March 2020

Review Date: March 2021

SIGNAL FOR WHOLE SCHOOL EVACUATION - AN ANNOUNCEMENT FOLLOWED BY A CONTINUOUS EVACUATION TONE.

Should electrical system not be working - the Principal will walk around the school with a hooter / bell.

- 1) Teachers collect **Blue Information folders (which include class rolls)** and check no children are in storerooms or class toilet.
- 2) In case a speaker should not be working, all teachers in one block must check that the message has been received in all rooms in that block.
- 3) Additional areas to be checked - Spare classrooms, storerooms and cleaners' room by teachers in that block.
- 4) Children file out of classroom **IMMEDIATELY**. Close doors. Bags and other belongings should be left behind. No one allowed to return until clear.
- 5) Classes assemble on north-eastern end of oval, where teachers mark roll. Teachers then report all present to AP/ Principal.
- 6) Names of missing children should be given to grade supervisors.
- 7) If we need to evacuate the school site our Emergency assembly area will be St Rose Catholic School (Rose Ave, directly opposite main school oval) or the War Veterans Village (Veterans Pde).

PRINCIPAL will notify emergency services - then oversee the Evacuation.

OFF CLASS ASSISTANT PRINCIPAL or DELEGATE- Check **Block B (All RFF rooms & offices) & Block K (School Hall & Canteen & HALL COLA area)**

SCHOOL ADMINISTRATION MANAGER or DELEGATE – To collect first aid kit, specific medications and Individual Student Information sheets/folder, Class Lists and **SENTRAL** absentee list (if possible) and check **Block A (Administration Block)**

GENERAL ASSISTANT – Check **Block J (Toilets)**

BLOCK WARDENS- Red Hats – Check entire Block, after liaising with Floor Warden (if a double storey block).

FLOOR WARDENS- Yellow Hats – Check designated Floor and report to Block Warden.

IF NOT IN CLASSROOMS: On signal teachers on playground duty direct children to oval. Teachers (if possible) are to collect class lists, check rooms and storerooms then proceed to the oval to supervise own class.

RELIEF FROM FACE TO FACE - The class that is with the RFF teacher will be accompanied to the oval by the RFF teacher. The class teacher will endeavour to collect the class list and proceed to the oval where he/she will mark the roll.

ROLLS

- Class Rolls are now marked electronically. A copy of the class list must be kept in the blue Information Folder in the desk drawer
- Rolls must be marked as soon as the class enters the room in the morning
- If your class is with the RFF teacher during the first session of the day please ensure the roll is marked by the RFF teacher.

'ALL CLEAR' will be announced by the Principal