## EVACUATION PROCEDURE

An evacuation will be announced by the sounding of a special evacuation siren. In the event of a power loss, a hand-held siren will be used continuously.

- **Deputy 1** to collect megaphones and class lists.
- All staff, students and visitors are to immediately walk to the designated Muster Points. NO school bags or personal belongings are to be taken. Building doors are to be locked.

### Teachers

Teachers are to take the Emergency Class List clipboard and a pen or pencil. Office staff to collect all sign in/out books.

- **A designated adult** is to check student toilets and wet areas. Buddy teachers to assist with student supervision as required.

### Classes

- Classes with Specialist teachers are to go to the nearest Muster Point. Teachers on DOTT go to their designated Muster Point and assist until their class arrives.
- Teachers are to stay with their class for the duration of the evacuation. **NO-ONE** is to return to school buildings for any reason.

### Assembly

- Classes are to assemble in 2 rows with supervising staff clearly visible. Teachers check students against class list.
- Administration staff to take charge of Muster Points.
  - **Deputy at Muster Point 1** to coordinate movement of personnel via the boundary fence and staff carpark to the oval. All classes are required to move in an orderly fashion as directed.

All classes and adults are to remain at the Muster Point until the **ALL CLEAR** is given by the Principal or designated officer.

Toilet blocks are to be checked by the class teacher closest to the block toilets or an EA working in the class with that teacher. If a designated teacher is absent, then the teacher from the adjoining class takes responsibility.

- **Yerdarap 3 (North Block)**: Carrie Jarman
- **Nyingarn 3 (East Block)**: Elaine Franklin/Linda Harper
- **Karda 3 (West Block)**: Sue Skillen
- **Yakin 3(South Block)**: Donna Parsons
- **Weijt (Senior 1)**: Tarryn Stewart
- **Yonga (Senior 2)**: Kerry Skillen
- **Administration** – Jo Stephens