



# ST AGNES' PRIMARY SCHOOL EMERGENCY EVACUATION PROCEDURE

## **IMPORTANT**

- ❖ An announcement will be delivered through the PA, indicating the need to initiate an Emergency Evacuation Procedure (in the event of power failure a handbell will be rung continuously - this is housed in the Assistant Principal Office).
- ❖ The Principal/Assistant Principal will make the emergency announcement - Bell / Buzzer – This is a Fire Evacuation. Please initiate Fire Evacuation Procedures.
- ❖ The Principal/Assistant Principal does a final check through all areas, including the Hall and Library. Principal/Assistant Principal to carry school phone.
- ❖ Every person present will leave all items behind and forward along the designate / safest route to Assembly Point located on the playing fields.
- ❖ Classes are to line up with their grade in the designated order, where the teacher will check to the roll before it is collected.
- ❖ The Secretaries will:
  - Bring each class roll to the Assembly Point and these will be distributed to class teachers.
  - Bring the sign-in sheet to account for any visitors or volunteers that may be onsite.
  - Gather First-Aid Kit(s) and relevant medications for students.
  - Check the administration block for people.
- ❖ Teachers are responsible for the duty of care of the students.
- ❖ Teacher Assistants will act as 'sweeps' for their designated block – this will include checking all rooms including toilets and closing windows if possible. Teacher's Assistants working in rooms adjacent to toilet block to check toilets for students. Teachers are to ensure Teacher's Assistants are present at assembly point and to advise Principal / Assistant Principal if missing.
- ❖ The Assistant Principal will be responsible to checking off any casual staff present on the day.
- ❖ The Assistant Principal will ensure they carry the school mobile phone.
- ❖ Designated Office staff are to call Preschools, OOSH and JOPRIM to inform of fire evacuation.
  - St Joseph's Preschool – 65833843
  - St Agnes' Preschool - 6583 4491
  - Aged Care- 65843515
  - OOSH – 65842627
  - JOPRIM – 65841076 (Tues – Fri 2pm – 5pm)
  - Maintenance Workshop - St Agnes Property Services – 0408 654 328
  - Bus company - 6583 2499
- ❖ Maintenance Staff will unlock relevant gates (eg near fire hydrant) and meet Emergency Response Team at the gates.
- ❖ No-one is to leave the assembly point until the 'all-clear' has been announced.

**Created:** November 2015  
**Next Review:** November 2019