**Fire & Evacuation Procedures**

Steps to follow for an evacuation:

* Upon the Evacuation Signal **(This is an evacuation)** commence evacuation immediately, exit the building via closest exit and walk calmly to the **Oval Left, alongside the bike track**
* Any parents/adults in the school are to leave the school with students and teacher.
* Follow any instructions given by the **Chief Warden**.
* Leave all possessions in classrooms. ***Bring the class roll*** ***if possible.*** Back-up rolls will be brought outside.
* Line up quietly, see high vis office staff member for roll if required.
* Students who are in split classes for the day will need to return to their class line. An executive to mark the roll.
* Mark roll and inform high vis office staff member once your class is accounted for and ask students to sit.
* The **teacher who is teaching the class at the time of the alarm is responsible for taking the class to the assembly point**.  The teacher who is on release should rejoin their class and take over as soon as possible.

**Business Manager** and **Principal** to wait out the front of school for the Fire Brigade.

**Executive teachers** and support staff to assist with their designated year groups.

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| **Fire and Emergency Wardens – Communication through “Emergency CDS Teams app”**  Chief warden – Danielle (Principal)  Deputy warden – Julia (Deputy Principal) | | | | |
| **Area Wardens** | | | | |
| **Area** | **Staff Responsible** |  | **Area** | **Staff Responsible** |
| IEC and Small Group area | Dawn | 3/4 | Carla |
| Kindergarten | Merin | 5/6 | Tracy |
| 1/2 area and IEC senior | Helen | Front Office | Tess |
| Hall | Class teacher/BSO | Preschool | Sadia |

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| **Area** | **Staff responsibilities** |
| **Preschool – all areas** | Sadia, Sonja, Georgia, Elina, Annabelle |
| **Kindergarten Classrooms** | Merin, Ruth, Annabelle |
| **Kindergarten toilets, teacher office, storerooms and corridor** | Kinder LSA |
| **Year 1/2 classrooms** | Helen, Gayle, Vicki, Jess, Rosemary |
| **Year 1/2 toilets** | Helen |
| **Year 1/2 teacher offices, storerooms and break out rooms** | Helen |
| **Year 3/4 classrooms** | Carla, Dom, Tom, Mel/Rochelle |
| **Year 3/4 teacher office, break out rooms and storerooms** | Carla |
| **Year 3/4 toilets** | Carla |
| **Year 5/6 classrooms** | Tracy, David, Kate, Amie |
| **Year 5/6 breakout space, teacher office and storerooms** | Tracy |
| **Year 5/6 toilets** | Tracy |
| **Senior IEC classroom** | Shadreck and LSA |
| **Junior IEC classrooms** | Kirt and LSA |
| **Junior IEC office and foyer** | Dawn |
| **Small group classrooms** | Dawn, Kathy, LSAs |
| **Small group kitchen and foyer** | Dawn |
| **ABC Café and storeroom** | LSA - 1/2HH and GD |
| **Maths/Arts store room and disabled toilet** | LSA - 1/2 VB and BH |
| **Think Tank** | Ilisa |
| **Exec Office, fish bowl and library** | Anoushka, Yuvonne, Nick, Annie |
| **Outdoor Bike Area** | Ben/James, Isaac |
| **Hall, Canteen, outdoor Inner toilets** | Hall, Ben/James |
| **Staff room, Front Office, Sickbay, The Studio, Staff toilets, Storerooms** | Tess and Jesse  Tess to bring Sign Out/In books and green folder of rolls as a back-up to the oval. |
| **Psychologist’s Office** | Carmel |
| **Principal, Deputy and Business Manager offices** | Danielle, Julia and Rose – all students and parents to be escorted to front of building |

**PTO**

**During Break 1 and Break 2**: Staff and students are to move to the **Oval Left** and line up. A master copy of rolls will be brought out by an office staff member. **Do not** attempt to go inside to get a roll.

***Explicit instructions***

**No person** is to attempt to rescue resources or to re-enter the building until advised by the Principal or Deputy Principal.

**The Principal** will announce the finish of the alarm. All teachers are to move back to their classrooms.

***To activate fire drill evacuation - On the fire panel, turn the dial under evacuation control to ‘EVAC’. At the end of the drill, turn the dial back to ‘AUTO’.***

**Lockdown Procedures - When Inside**

**ORANGE ALERT**

**Front Office staff** to ring the hooter **Tone 2 - (Siren)**. **Principal or Business Manager** to lock front sliding door and place sign on the door if able. Wait at front office. **Principal** or delegate will announce***: “This is an Orange Alert, will all students please remain in or move to the nearest classroom.”*** Blinds and curtains do not need to be closed.

**Locking external doors - Executive staff** - Yuvonne (3/4 and 5/6 doors), Nick (1/2), Annie/Anoushka (K). **Kirt/Shadreck** (IEC/LSU), **BSO** all other doors – hall, staffroom,

All **teaching staff** to remain in their classrooms. Remember to check storerooms, toilets, hallways, quiet rooms for students and parents. Close doors and blinds and get children continue their learning tasks within their classroom. Mark class roll to check all students are present. Students must remain with teacher and only use internal toilets (kindergarten, sick bay or accessible toilet) until all clear given. Note: Any parents in the school are to remain in the school with a teacher.

**RED ALERT  
Front Office staff** to ring the hooter **Tone 1** -(sounds like 3 blasts)

**Principal or Business Manager or Front Office Staff Member** to lock front sliding door and wait in front office with business manager.

**Principal** or delegate will announce***: “This is a Red Alert, will all students remain in or move to the nearest classroom.”***

The school will now go into Lockdown procedures as below.

Note: **The teacher who is teaching the class at the time of the alarm is responsible for taking the class and roll to designated area. If safe to do so bring a mobile phone to the lockdown area and place the phone on silent.**

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| **Fire and Emergency Wardens – Communication through “Emergency CDS Teams app”**  Chief warden – Danielle (Principal)  Deputy warden – Julia (Deputy Principal) | | | | |
| **Area Wardens** | | | | |
| **Area** | **Staff Responsible** |  | **Area** | **Staff Responsible** |
| IEC and Small Group area | Dawn | 3/4 | Carla |
| Kindergarten | Merin | 5/6 | Kate |
| 1/2 area and IEC senior | Helen | Front Office | Tess |
| Hall | Class teacher/BSO | Preschool | Sadia |

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| **Classes** | **Designated Area for Red Alert** |
| Preschool | All students/staff into breakout rooms |
| Kindergarten classes | Remain in classroom and Lock the doors |
| Kindergarten Hallway, teachers offices, toilets & storerooms | Check and escort students from toilets & hallways to **Kindergarten classroom**  **Merin/Annabelle/Ruth** |
| Year 1/2 HH & PS  Year 1/2 SW & JB | Remain in break out space/teacher office in your classroom space |
| Year 1/2 VB & BH | Remain in classroom and lock door |
| Year 3/4 AC & CP | Move to **Break Out Space and office in classroom** and lock the door |
| Year 3/4 TM & RM | Move to **Break Out Space in classroom** and lock the door |
| Year 5/6 TD & DG | Move to **Break Out Space and office in AREA** and lock the door |
| Year 4/5 AN & 5/6 KG | Remain in classroom and lock door |
| Shadreck’s classroom & Exec Office | Remain in classroom and lock door |
| ABC Café & Staffroom | Remain in rooms and lock doors |
| Small group & Junior IEC classes | Remain in in rooms and lock door |
| Library & Fishbowl | Move to **Shadreck’s old classroom** |
| Outdoor Bike Area | Move to **5/6 DG break out room** |
| Hall, Outside, Oval | Move or remain in the **Hall** and lock the doors. Ben/James or Danielle to check hall and outside area, lock Hall door if required and remain in the Hall. |
| Front Office, Upstairs offices, Sickbay, Studio, staff toilets | Lock front door and move to **closest lockable office** taking any students or parents. |

**\*\*\*No outside doors to be opened at any time during lockdown\*\*\***

**END OF LOCKDOWN ALERT** –

The all-clear signal will be announced, accompanied by an audible signal: ***“This lockdown alert is now over, please resume normal learning activities.”*** All indoor locks can be unlocked and students K-6 assemble in the Fish Bowl area. The Principal or delegate will provide an initial debrief of the event. Preschool students stay in the preschool for roll marking and debrief by preschool teachers.

**Lockdown Procedures - When Outside**

**ORANGE ALERT**

**Front Office staff** press **Tone 2 - (Siren)**. **Principal or Business Manager** to lock front sliding door and place sign on the door if able. Wait at front office. **Principal or deputy principal** will announce***: “This is an Orange Alert, will all students and staff outside move to the designated inside space”.*** (Blinds and curtains do not need to be closed)

**BSO and executive teachers** to lock external doors.

Junior SLC: Kinder and 1/2

Senior SLC: 3/4 and 5/6

Preschool teacher: Preschool

BSO: All other exterior doors

**All teaching staff** to follow directions in table below. Students must remain with teacher and only use internal toilets if required until the all clear is given.

Note: Any parents in the school are to move to the nearest lockable space with a teacher. Executive staff to check storerooms, toilets, hallways, quiet rooms for students and parents. Close doors and blinds.

Students who are in split classes for the day will need to return to the class they were split too.

**RED ALERT  
Front Office staff** to ring the hooter **Tone 1** - (sounds like 3 blasts)

**Principal, Business Manager or Front Office Staff Member** to lock front sliding door and wait in front office with business manager.

**Principal or deputy principal** will announce***: “This is a Red Alert, will all students and staff outside move to the designated inside space”.***

The school will now go into Lockdown procedures as below:

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| **Designated Area for Red Alert** | **Staff are responsible for:**   * **escorting students to the inside space and locking the doors** * **completing a head count of students** * **text Danielle head count number** * *If safe to do so, bring a mobile phone to the lockdown area and place the phone on silent*   **If you are a Fire and Emergency area warden please communicate through “Emergency CDS Teams app”.** |
| **Preschool** | All students/staff move to designated break out room |
| **Inner, Oval left and right and Forest of Silence** | Move to hall |
| **Library and Fishbowl** | Move to Shadreck’s old classroom |
| **All teacher offices and classrooms** | Remain or move to teacher office |
| **ABC Café and Think Tank** | Remain or move to cafe |
| **Staffroom** | Remain in staffroom |
| **Outdoor Bike Area** | Move to staffroom |
| **Hall** | Remain in hall (Annie or Anoushka to lock hall and remain in space) |
| **Front Office, Upstairs offices, Sickbay, Studio, staff toilets** | Lock front door and move to the nearest lockable roomtaking any students or parents. |

**\*\*\*No outside doors to be opened at any time during lockdown\*\*\***

**END OF LOCKDOWN ALERT** –

The all-clear signal will be announced, accompanied by an audible signal: ***“This lockdown alert is now over, please resume normal learning activities.”***