

## EVACUATION/EMERGENCY PROCEDURES

See policy and evacuation procedures poster displayed in all rooms.

*IF AN EVACUATION OF SCHOOL BUILDINGS IS REQUIRED ALL STAFF AND STUDENTS ARE TO LEAVE THE BUILDINGS BY THE DESIGNATED EXIT.*

### PRINCIPAL

- declares emergency situation and initiates evacuation
- declares emergency over

### DEPUTY PRINCIPAL

- in charge of evacuation
- proceed to oval
- collect PA system
- oversee roll marking and check of staff and student attendance

### Front office

- ring continuous bell
- contact emergency services
- collect rolls, pens and sign out books
- check bottom A block
- proceed to oval
- one staff member to wait at front gate to direct emergency services

### Classroom support

- Assist teachers with evacuation as required

### General Assistant

- Collect roll group signs from PE store and place them on oval

### HEAD TEACHERS

- if teaching, evacuate class with nearest teacher
- check your designated block is clear and lock doors
- check all faculty staff are present on oval
- liaise with Deputy Principal

### CLASS TEACHERS

- evacuate class and staff rooms using designated exit
- teachers with responsibilities to check areas evacuate class with nearest teacher
- ensure students leave bags in class rooms
- lock classroom doors

### LIBRARIAN

- check upstairs B clock and lock doors

**EVACUATION ASSEMBLY POINT: FAR METAL FENCE NEAR THE OVAL**

**Year group** areas will be marked with witches hats.  
**Teachers** assemble in Year group area.

**Students** line up in front of class teacher.

Once roll is marked, report any missing students to Deputy Principal.

***AFTER THE EMERGENCY ANY PUBLIC COMMENT WILL BE MADE BY THE PRINCIPAL***



## **BANORA POINT HIGH SCHOOL LOCKDOWN PROCEDURES 2016**

*SITUATIONS MAY ARISE WHICH REQUIRE STUDENTS TO BE KEPT IN CLASSROOMS FOR THEIR OWN SAFETY.*

### **PRINCIPAL**

- declare the emergency
- contact emergency services
- declare the emergency over

### **LOCKDOWN SIGNAL**

- intermittent bells ( on: off: on) rung continually

### **CLASS TEACHERS**

- lock classroom door
- ensure all students remain in the room until the all clear (three short bell rings) is sounded
- keep students away from doors and windows
- if students are outside IMMEDIATELY move to the nearest block of classrooms and lock the doors
- staff members in staff rooms to secure Top C

### **HEAD TEACHERS**

- lock external doors to your block
- check location of faculty and support staff
- supervise the area to maintain calm

### **SASS**

- ensure Administration block is secure

### **DEPUTY PRINCIPAL**

- liaise with Principal to oversee the situation

***AFTER THE EMERGENCY ANY PUBLIC COMMENT WILL BE MADE BY THE PRINCIPAL***