EVACUATION IN CASE OF FIRE, BUSHFIRE OR BOMB ALERT

SIGNAL TO EVACUATE:

Prolonged ringing of the school electric bell which is located in main office under clock. Rung by secretary.

Secretary then rings Fire Brigade and collects First Aide Materials/ school master list and sign in book before checking the Administration building for persons.

EVACUATION PROCEDURES:

1. At the prolonged ringing of the bell leave the classroom via the safest means. Check map for the preferred route.  
   S2 and S3 – northern door,  
   S1- south western door.  
   Library southern door.  
   ES1- sliding door.  
   Administration - main door.  
   Hall – front door

2. Teachers take device and key where available.

3. Direct children to leave in an orderly manner. Leave everything behind.

4. All persons on premises must leave and gather in the Emergency Assembly Area.

5. All children to be seated in class lines.

6. Rolls Marked- devices shared as required. Outside classroom Mrs Smith has master list.

7. Report any missing children or staff to the Principal or delegate.

8. Ancillary Staff report to the Assistant Principal.

9. Missing persons advised to principal or delegate who then tries to locate the missing individual.

10. School directed into the School Hall or down footpath(Bomb Threat) to await further instruction. Dismissed after threat is contained.

Principal, Assistant Principal or next in charge  PROCEDURES:

1. Check the type of disaster. Liaise with essential services.

2. Check on each class for injury and missing persons.

3. School dismissed after the threat is contained.

4. Contact CSO, and Parish Priest

Precautions

1. Regular maintenance of fire extinguishers. Training in location and use ( if appropriate )

2. Have at least 2 evacuation drills each year.
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