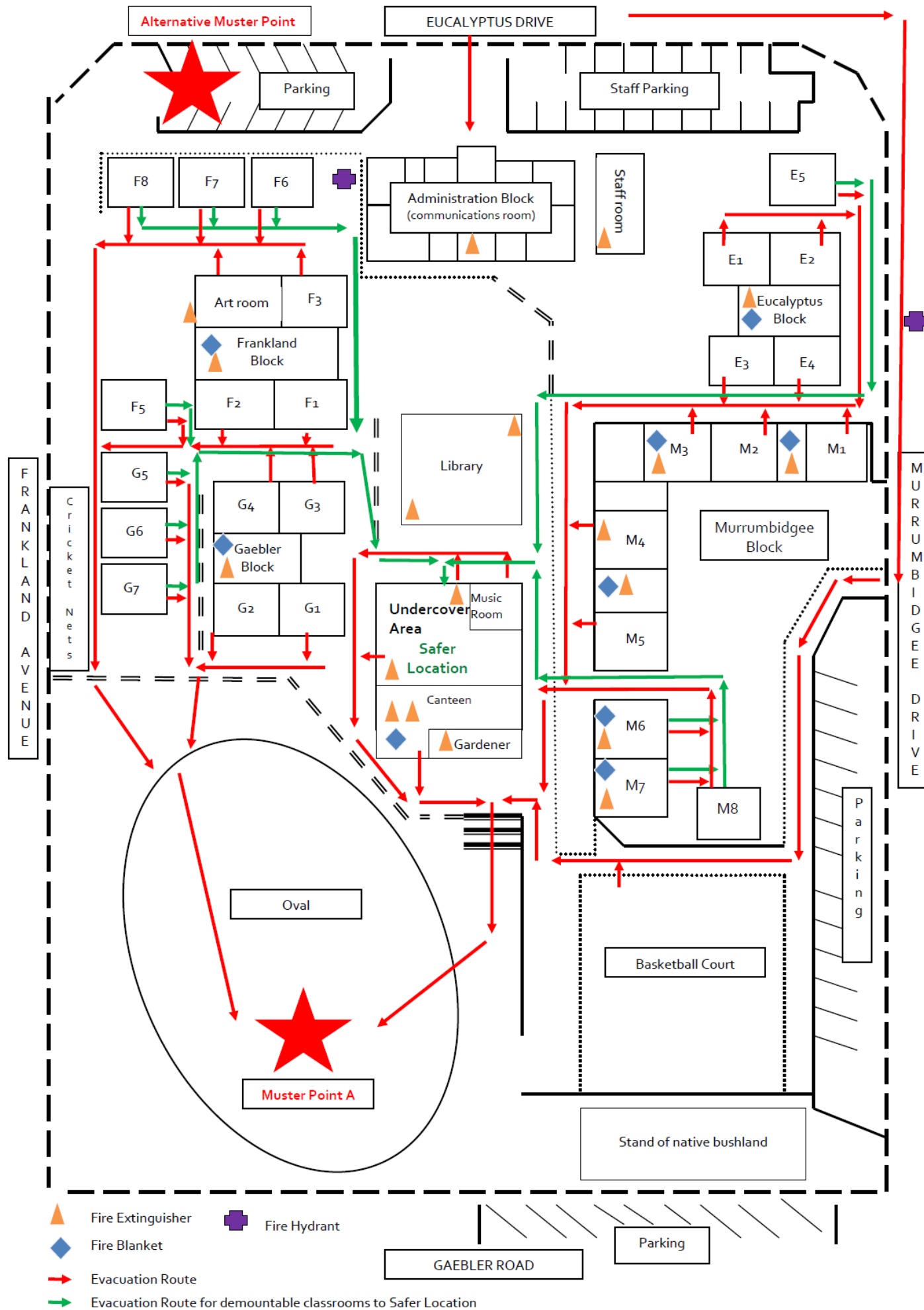


## EVACUATION & LOCKDOWN PLAN



### In the Event of an Evacuation:

- There will be an ongoing alarm.
- Classroom teachers have current class list in folder (children on medical plans highlighted)
- Classroom teachers wear fluoro vest and brings evacuation folder, pen and keys.
- Teachers walk their class out of the classrooms, close the doors and windows and walk towards 'Muster Point A'. If 'Muster Point A' can't be accessed, teachers walk class to alternative muster point.
- First person to gate must unlock.
- Open gates leading onto oval adjacent to G7.
- Warden for Eucalyptus (E1), Gaebler (G1), Murrumbidgee (M1 and M5) and Franklin (F1) will do final check of buildings to ensure no staff or students are left behind. Ensure buildings are locked.
- Warden Room 1 classroom teachers will need to join their class with another class.
- Specialist teachers take the class to the muster point and the classroom teacher will meet the class to take the roll.
- Have class seated in 2 lines and take the roll.
- School Officers to bring evacuation file, visitors iPad, relief book, school mobile phone, student medical file, school first-aid kit, Epi-pen and asthma kit from medical cupboard.
- Associate Principals will lock Administration Block, Staffroom Block and Library. They will bring own mobile phones to muster point.
- Associate principals will check undercover area and ensure canteen is empty and locked.
- Associate Principals to liaise with each teacher and mark teachers off the staff list as well as check children have been accounted for in each class.
- Business Manager will check all EAs, non-teaching staff and visitors are present at the muster point.
- All extra bodies within the school ( canteen, volunteers) will bring children within their care to join their teacher at the muster point.

### In the Event of a Lockdown:

- The alarm sound will be either; three long bursts, a PA message or notification from a member of staff.
- Teachers will lock their classroom doors and windows.
- Teachers will take their phones (on silent) to the nearest secure location.
- Teachers will move their students away from the doors and windows.
- Teachers will take their roll call or head count and wait for instructions from Admin staff via phone.
- Teachers will call admin if they require medical advice (Admin phone number: 9494 3200).
- Admin staff will lock all doors, check gates and sound alarm.