EVACUATION PROCEDURES – SUNSHINE AVENUE

- In the event of an emergency situation (eg; fire, bomb threat), the prime consideration must be the evacuation and safety of students, staff and visitors.
- At no time should students, staff or visitors delay or query an order to evacuate a building or area of the School.
- The Principal or delegate (Head of Primary/Primary Coordinator) are to assist Emergency Services at the designated Forward Command Post.

1.0 PROCEDURE 1 - NON CLASS TIME

1.1 During recess, lunch or other non-class times, students will walk directly to the “Evacuation Point”.
1.2 It is the Class Teachers responsibility to discuss the Emergency Procedures with students.
1.3 Follow Procedure 2 steps 4-11.

2.0 PROCEDURE 2 - DURING CLASS

When the alarm is sounded:

2.1 Teachers are to line up your students at the door nearest the “Evacuation Point”. If it is safe to do so close windows and door on leaving. Peripatetic Staff to move their students to Evacuation Point.
2.2 Teachers will lead students via the route as marked on the map to the “Evacuation Point”.
2.3 During an outdoor lesson call your class into an orderly group and walk your students to the “Evacuation Point”.
2.4 Staff from Administration will bring the Rolls, sign in register, absentee list and first aid kit to the “Evacuation Point”.
2.5 At the “Evacuation Point” teachers will check the roll and note any unexplained absentees, advising the Administration staff who in turn will notify the Head of Primary or Primary Coordinator of the result as soon as this is completed.
2.6 Students are to sit quietly in their Pastoral Care Groups at the designated “Evacuation Point”.
2.7 The Principal or Head of Primary/Primary Coordinator is to nominate a secondary “Evacuation Point” if deemed necessary to do so. Students will then be directed to move to this area.
2.8 Non-PC teachers are to assist with student supervision.
2.9 After the “ALL CLEAR SIGNAL” has been given and all students accounted for, staff and students will make their way back to their classes.
2.10 Relevant Counselling Services will be organised for any students/staff requiring Counselling.
2.11 A staff meeting will be called after the incident (most likely the next day) by the Principal to debrief about the incident.
3.0 PROCEDURE 1 AND 2: - SPECIFIC STAFF RESPONSIBILITIES

Listed below is a list of staff responsible for checking a particular area. Staff are to **check that the area is clear** and that all students are proceeding via the Map to the “Evacuation Point”.

This will be a nominated person or the staff member relieving that person.

<table>
<thead>
<tr>
<th>Receptionists</th>
<th>L1 - L2 + A1 – A4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Principal - Head of Primary/Primary Coordinator</td>
<td>Toilets Front Gates to liaise with Emergency Services.</td>
</tr>
<tr>
<td>Primary Coordinator / PE Coordinator</td>
<td>J5 - J10, liaise with AP re: absentees.</td>
</tr>
<tr>
<td>Early Learning Centre Director</td>
<td>J17 - J19</td>
</tr>
<tr>
<td>Teachers in end classrooms - both ends of the building</td>
<td>J1 - J4</td>
</tr>
<tr>
<td>Music Teacher</td>
<td>J20 - J21</td>
</tr>
<tr>
<td>J11 Room Teacher</td>
<td>J11 - J16 + Mac Lab</td>
</tr>
<tr>
<td>Canteen Coordinator</td>
<td>C1</td>
</tr>
<tr>
<td>Grounds Staff</td>
<td>To assist AP/PC where necessary.</td>
</tr>
</tbody>
</table>

**Receptionist Duties**

**FIRE** – See Attached Sheet for specific information on duties.

**BOMB THREAT**
- Activate alarms by attracting attention from another staff member to activate alarms.
- Complete the Bomb Threat Form.
- **DO NOT HANG UP PHONE** after caller has finished **LEAVE LINE OPEN at all times**.
- If safe to do so, **telephone the Police from another phone** after the above call has ended.
- Liaise with Principal or delegate.

**NOTE:**

Staff must NOT allow students or visitors to re-enter the School until the Assistant Principal - Head of Primary/Primary Coordinator has given the “All Clear” signal.

**Staff Mobile Phone Contact Numbers - in the event of an emergency only**

<table>
<thead>
<tr>
<th>Property Manager</th>
<th>Justin Enright</th>
<th>0400 664 791</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grounds Supervisor</td>
<td>Peter Sullivan</td>
<td>0417 612 877</td>
</tr>
<tr>
<td>Business Manager</td>
<td>Graham Jones</td>
<td>0408 151 931</td>
</tr>
<tr>
<td>Assistant Principal – Secondary</td>
<td>Noeline Wright</td>
<td>0411 289 647</td>
</tr>
<tr>
<td>Assistant Principal – Pastoral Care</td>
<td>Meg Ayers</td>
<td>0429 177 166</td>
</tr>
<tr>
<td>Assistant Principal - Head of Primary</td>
<td>Michele Chandler</td>
<td>0416 098 090</td>
</tr>
<tr>
<td>Primary Coordinator</td>
<td>Jodie Duggan</td>
<td>0407 451 995</td>
</tr>
</tbody>
</table>
## Receptionist Specific Duties

### Receptionist 1

- **Activate Alarms** - switch bell to manual.
  - press up fire alarm bell (next to security computer).

### Phone Fire Brigade 000.

- **Fire Code 2003:** to see which area – look at area map located next to keypad.
- Follow school evacuation procedure (copy in each room).
- Take your mobile phone.
- Lock front door and put sign on door.
  - Phone Senior School reception once you are in the “Evacuation Point” 07 5590 5099 and/or Business Manager 0448 866 994

### Receptionist 2

- Take class roll.
- Take visitors books.
- Take Student Early Departure Forms.
- Take staff sign out book.
- Take list of Absentee/Late students for that day.
- Take first aid bum bag.
- Take your mobile phone.
- Check sick bay is empty.
- Check 3 x staff toilets are empty.
- Check 2 x visitors toilets are empty.
- Check library is empty.

### When Assistant Principal - Head of Primary/Primary Coordinator (via fire brigade) has given the “All Clear” signal

- Unlock front door, take sign off door
- **Deactivate Alarms** - switch bell to auto.
  - press down fire alarm bell (next to fax machine) until white is showing
- **Alarm Code 2003 - 6 - ON**
- Phone Senior School reception (07 5590 5099) to advise all clear has been given
- Phone Tweed Coast Security (07 5513 0045) to advise all clear has been given and code reset
4.0 POLICY ADMINISTRATION

This Policy will be reviewed periodically, or in the event of any information or incident that indicates the need for a review, or following relevant legislative or organisational change.

<table>
<thead>
<tr>
<th>Date of Policy Formulation</th>
<th>July 2009</th>
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<tbody>
<tr>
<td>Date of Adoption</td>
<td>July 2009</td>
</tr>
<tr>
<td>Date of Last Review</td>
<td>August 2014</td>
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<tr>
<td>Date of Next Review</td>
<td></td>
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<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Position Held</td>
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