

FALCON PRIMARY SCHOOL

EVACUATION PROCEDURE 2020

[Updated 25/11/19]



Evacuation of the school buildings may be necessary due to fire (bushfire), earthquake, impact by aircraft, bomb threat or explosion, gas leak etc.

An Evacuation requires all staff and students to leave the building and gather OUTSIDE in a pre-determined Checkpoint area as per attached plan.

The following warning alarms indicate an evacuation and require all school personnel (staff, students, parents, visitors) to respond immediately.

1. Three short blasts of the school siren (*This is an Evacuation drill*)
2. Mayday call on the PA system (*This is an Evacuation drill*)
3. Three whistle blasts (repeatedly) if power failure.

At the sound of the **WARNING** teachers should:

1. Collect red Emergency Management File (including class lists), ask students to grab their water bottle and hat before ushering the students from classrooms to the designated checkpoint area. **Lock doors for drill only.**
2. Maintain close control of their class ensuring there is no panic.
3. Evacuate classrooms and move to Checkpoint Area along the **shortest and safest** path, keeping away from buildings. Seat classes in blocks (ECE closest to tennis courts, then block 1, 2, 3, 4 and 5)
4. At Checkpoint Area teachers do a 'roll call' from class lists and mark off students present. Teachers prepare to inform Checkpoint Coordinator immediately of students not accounted for.

Checkpoint Coordinator (CC) check toilets in block prior to leaving. **CC** liaise with each teacher from block to confirm all students accounted for then report to Assistant Principal (Ryan Kenny) .

K (including toilets)	Kim Dodd/Leanne Lewis
ECE Block (including toilets)	D.Wiseman / M.Willcock *delegate to EA check toilets
Block 1 (including toilets)	Rachel Kelly
Block 2 (including toilets)	Teena Dixon
Block 3 (including toilets)	Julie Driver
Block 4 (including toilets)	Ben Turner
Block 5 (including toilets)	Meridith Lake
Library / Resource/Rm 1.7	Robyn Hyde
Administration Block (including toilets)	Robyn Reynolds

Assistant Principal (Ryan Kenny) will match absentee lists with class lists and then coordinate a search if there is missing children or staff. Assistant Principal (Ryan Kenny) to unlock the chain to enable access to the oval by classes and emergency vehicles and take down the megaphone.

Evacuation Summary

EVACUATION SIGNAL – 3 short blasts of the siren; PA announcement “This is an Evacuation drill.”

LEAVE THE BUILDING – collect the Emergency RED file; get students to grab water and hat; evacuate the class; lock the classroom if this is a drill.

FOLLOW THE PATHWAY –all classes assemble on the netball court; teachers check the roll and report absences to their Checkpoint Coordinator who will report to Assistant Principal (Ryan Kenny)

The Principal must be notified of any student who is unable to be accounted for after each search