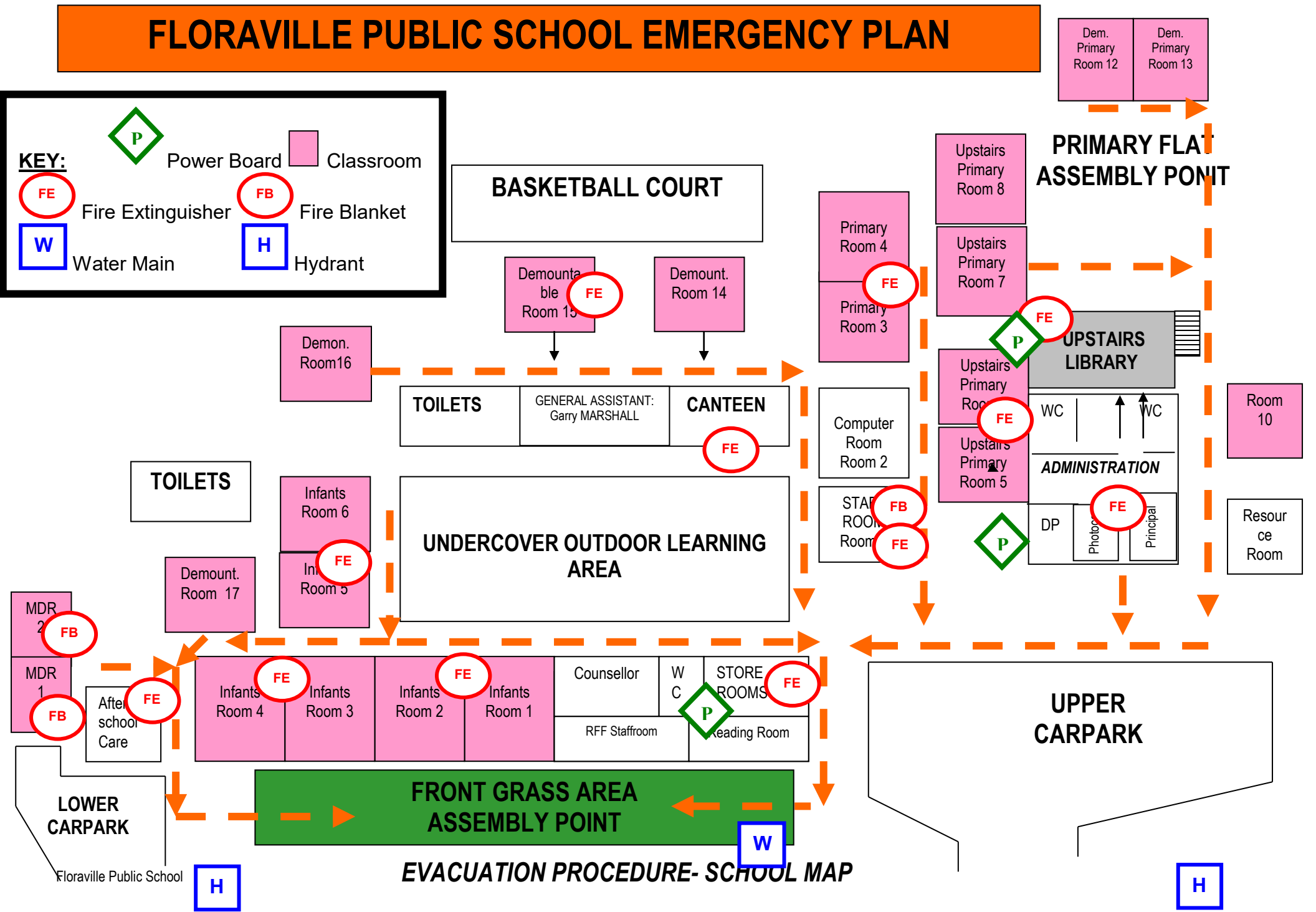


FLORAVILLE PUBLIC SCHOOL EMERGENCY PLAN

KEY:

- P Power Board
- FE Fire Extinguisher
- W Water Main
- FB Fire Blanket
- H Hydrant



EVACUATION PROCEDURE- SCHOOL MAP

Floraville Public School

| EVACUATION | | LOCK DOWN | | PROCEDURES |
|---------------------------------|---|---------------------------------|--|---|
| Warning: | <u>Continuous Long Siren</u> (Sustained Manual Air Horn if inoperable) | Warning | <u>Continuous Short Siren</u> (Short Continuous Manual Air Horn if inoperable) | <p>Q: Who reports emergencies? A: A staff member or student on becoming aware of the emergency.</p> <p>Q: To whom do you report the emergency? A: A student is to immediately report to the nearest member of staff. The member of staff is to immediately report to the Principal.</p> <p>Q: Who decides to evacuate or lockdown? A: The Principal.</p> <p>Q: What do the alarm signals mean? A: EVACUATE to Emergency Evacuation Assembly Point B: LOCKDOWN- All Students to home class immediately- Windows locked, doors locked, Lights out, electrical equipment turned off</p> <p>Q: What do you do following the alarm? A: EVACUATION- <u>LONG CONTINUOUS SIREN</u> – Implement evacuation procedures, proceed to the evacuation area, with students under your control where applicable. B- LOCK DOWN- <u>SHORT CONTINUOUS SIREN-</u> Implement lockdown procedures, wait for all clear signal</p> <p>Q: Where do you assemble? A: Front Grass Area- Recovery area- Marks Oval</p> <p>Q: Who gives further instructions? A: The Principal, following consultation with emergency services.</p> |
| Classroom Teachers: | to close windows and doors and to take the class and evacuate immediately to the front grass assembly point (See map), mark rolls and notify Principal of any missing students | Classroom Teachers | To lock windows and doors, pull blinds if possible, children under tables | |
| Principal: | to ensure that all are warned, notifying the office block and canteen area | Principal: | to ensure that all are warned, notifying the office block and canteen area | |
| Deputy Principal: | to check both sets of student and staff toilets/clear canteen area | Deputy Principal: | to check both sets of toilets, direct students to classrooms immediately | |
| School Assistants: | to contact emergency services (000) on Principal's instruction, check the sick bay and office, collect STAFF AND PRAC STUDENT sign on registers from the staff room. Take the rolls and evacuate to the front grass- distribute rolls to class teachers | School Assistants | to contact emergency services on Principal's instruction, keep any sick bay children in office, lock front and back office entrances | |
| Senior School Assistant: | to sound evacuation alarm continuously, collect visitors book ,contractor book and SASS sign on register notify Principal of any missing visitors | Senior School Assistant: | to sound lockdown alarm continuously, check visitors book, contractors book and notify Principal of any missing visitors | |
| General Assistant: | check playgrounds and to go to front gate to ensure it is open and to stop others entering the school | General Assistant: | check playgrounds and send children to classes immediately | |
| Librarian and RFF Staff: | close windows and doors, take class if 'on class' and clear area and report to assembly area | Librarian and RFF Staff: | close windows and doors, keep any children in library | |
| Canteen Workers | Clear canteen area, collect sign on register and assemble at front grass area. Notify Principal of any missing volunteers | Canteen Workers | Lock windows and doors, send any children back to class immediately | |
| Bundaleer Staff | to close windows and doors and to take children and evacuate immediately to the front grass assembly point (See map), mark rolls and notify Principal of any missing students | Bundaleer Staff | To lock windows and doors, pull blinds if possible, children under tables | |
| ALL STAFF | Administer first aid if necessary, report serious incident facts to Principal | ALL STAFF | Administer first aid if necessary, report serious incident facts to Principal | |
| ALL: | Wait in Assembly point for "ALL CLEAR" from the Principal or direction to "MARKS OVAL". | ALL: | Wait for "ALL CLEAR" from the Principal through Public Address system – be ready to evacuate if necessary. | |