Alexandria Park Community School Evacuation Procedures 2011-2013

Evacuation Signal
Continuous sounding of the bells/chimes (if power is interrupted air horn/whistle blasts in all areas- Executive Staff and other school personnel will be responsible for ‘blasts’ in their delegated area/s).

Procedure- when emergency signal sounds

- Close all windows in the room
- Check students/support staff as per class attendance roll, students at office/toilet or on message, note numbers
- Check if nearest exit is safe
- Instruct students to prepare to leave, all bags and loose belongings MUST remain in the room. Students line up at the door in 2 lines
- Leave room in an orderly way by the nearest safe exit
- Instruct students to wait outside classroom in an area not obstructing others
- Teachers should be the last to leave, ensuring the room is empty and should close (NOT LOCK) the door
- Students must walk in an orderly way, supervised by their teacher and following the nearest Exit Signs
- Students MUST NOT be directed through any other school building to reach the Emergency Assembly Area (Sports Field).
- * Ensure that Hearing Impaired and Physically Disabled students and staff are aware of the situation and able to evacuate safely.

Staff not on class at the time of the evacuation

- Supervise movement of students on stairways, walkways and in the school grounds nearest your location as you proceed to the Emergency Assembly Area (Sports Field). Assist and relieve Executive who are on class to allow them to perform their supervisory duties.

Executive Responsibilities

- DP, HT’s, APs and SASS- Senior to check and close all doors (not lock) and ensure all students, staff and visitors have left the buildings. NB: Toilets, Storerooms etc.
  - P-ground floor rooms (front)
  - DPP – K-4 rooms
  - SASS Senior- office, Sick Bay/s, storerooms
• AP Stage 3 – upper floor rooms
• HT Welfare – canteen, external toilets

• Staff leaving the school during the day MUST sign the ‘Off-Premises’ book to allow all personnel to be accounted for during an evacuation
• SASS collects Rolls, OASIS Whole Day/Partial Absence (OWDPA Report)
• SASS notify Canteen/s and Community Centre via phone (as required)
• SASS- collects Early Leavers Book, Sick Bay Book, Off Premises Book and Visitors Book and accompanies Sick Bay/Office Duty Students to Emergency Assembly Area.

Emergency Assembly Area (Sports Field)

• Students should line up in roll call groups in a single line in alphabetical order and be seated.
• Roll Call teachers collect rolls from SASS
• Roll teachers mark rolls, compare against OASIS Whole Day/Partial Absence Report unaccountable absence to HT Admin and supervise the seated group until further notice. Return rolls to designated Stage Manager
• Teachers without a roll call group assist supervision with roll call teachers
• Non-Roll Call Teachers and HT’s should assist by marking a roll where a roll call teacher is absent
• DP to account for all teaching staff- referring to Off Premises Book in the case of abnormalities.
• SASS- Senior to account for all SASS staff, visitors, cleaners and report abnormalities to DP
• Canteen Supervisor to report unaccountable absences of parent helper staff to DP
• Staff without roll marking responsibilities should advise the DP of their presence. All Unaccountable absences are to be reported to the DP.

All Staff

• Please note the evacuation maps located in all buildings and use discretion when following Exit Signs to choose the SAFEST/FASTEST exit.
• Carefully control all students in your immediate area and maintain a calm, orderly atmosphere.

* Emergency Signal (Bells/Chimes) will ring continuously. All Staff and Students MUST wait for the Principal, DP or acting senior executive to officially indicate that the site has been declared safe before returning to the school.