Evacuation Procedure

Fire Warden: Michelle Smith

**Step 1:**
Report a problem immediately to the front office
Continuous long blast of siren

**Step 2:**
*Student:* Stand quietly, line up and follow teacher’s instructions
*Teacher:* Close windows; turn off air-conditioning and get class roll.

**Step 3:**
*Student:* Exit classroom, exit building through closest exit.
*Teacher:* Check class empty, lock door, follow class at the rear.
  Fire Warden: Check toilets.

**Step 4:**
*Student/Teacher:* Move in line to the emergency assembly point (oval) and sit in a line.

**Step 5:**
*Teacher:* Take class roll.

**Step 6:**
*Teacher:* Report class information to Fire Warden
Lock in Procedure

During Class Time

**Step 1:**
Report a problem immediately to the front office
Continuous short blast of siren

**Step 2:**
Staff/Student: Remain in current classroom.
Students not in class to go to nearest safe classroom/office. Other staff to go to normal workplaces

During Break Time

**Step 2:**
Staff/Student: Return to classrooms. Other staff to go to normal workplaces.

**Step 3:**
Staff/Student: Lock Doors and windows. Close blinds and curtains.

Nominated Staff: Ensure that external doors are locked.
- Room 7: External Door.
- Room 4: External Door.
- Room 11: External Door/Kitchen Door.
- Room 10: External Door.
- Front Office Staff: Front Door/Staff Room Door

**Step 4:**
Staff/Student: Wait for further direction. Leadership will notify when emergency is over.

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