

EVACUATION PLAN



Continuous ringing of bell

RESPONSIBILITIES

Class Teacher / Support Staff/Scripture and Visiting Teachers

- Take class roll and /or red bag
- Move students from classroom to the designated exit and assemble in Area C (Assembly Area 1) or Turrawell Park (Assembly Area 2) as requested
- Close door on exit
- Designated staff check toilets, hall
- Teachers mark roll and report to Supervisor

Assistant Principals (Floor Wardens)

- Ensure orderly fashion
- Check classrooms are empty
- Assemble students / coordinate roll marking
- Notify Principal of missing students
- Monitor playground and smooth exit

Principal (Chief Warden)

- Sound alarm /bell
- Contact Bondi Office & SED
- Coordinate and liaise with emergency services / media

SAM

- Ring and coordinate emergency services
- Ring Support Unit to notify of evacuation

SAO

- Collect staff sign on book, visitor's book and partial absence book, student emergency contact list and class lists.
- Collect first aid kit, medication & health care plans

All Clear: Two short blasts

Gardeners Road Public School



Emergency Plan



LOCKDOWN /LOCKOUT PLAN



Short sharp blasts of bell

All staff should report any suspicious activities / unidentified intruders to the Principal or Admin Staff

RESPONSIBILITIES

Class Teacher and Support Staff

- Close and lock doors
- Close blinds
- Continue with silent activities
- Record missing students (including those with support teachers)
- Answer phones
- Do not answer the door
- All students to proceed to the nearest room.
- Students outside should report to the nearest room
- Classes in hall should remain in the hall

Principal (Chief Warden)

- Sound alarm /bell
- Contact Bondi Office & SED
- Coordinate and liaise with emergency services / media

SAM

- Ring and coordinate emergency services
- Ring Support Unit to notify of evacuation

SAO

- Close and lock doors
- Close blinds

General Assistant / Principal

- Check gates are locked if practical.

All Clear: Two short blasts