Evacuation Procedure – Evacuate to Top Oval

Teachers and Students

1. Extended series of ‘short – long’ bell rings or horn blasts for not less than 30 seconds.
2. Evacuate to the oval – attended by class teacher
   a. Turn off all powered equipment
   b. Close windows
   c. Check evacuation route is clear
   d. Students to bring bags/equipment with them
   e. close the door
   f. walk briskly to top oval
3. Assemble in roll groups on the eastern side of the cricket pitch (closest to Ag farm)
   a. Roll ‘B1’ to the north (closest to town) then Graham, Oxley and Taylor to the south.
   b. Once on the oval staff should make their way to their roll group (non-roll teachers will assist with supervision)
   c. Rolls will be distributed for marking

Executive Staff, SAS and Library

1. On the way to the oval check the following are empty:
   a. Rooms
   b. Toilets
   c. Store rooms
   d. Stairwells

Areas of responsibility:

   d. HT English – top C/B block
   e. HT Maths – basement and bottom of C Block
   f. HT Science – top and bottom of Science block
   g. HT HSIE – top of A block and bottom B block
   h. HT H.Ec. – top TAS block and Hall
   i. HT I.A. – bottom / basement of TAS block and Stadium
   j. HT L.S. – Learning centre and ag farm
   k. Librarian – Library
Other Executive and SAS staff

On the way to the oval:

**Principal:** check the bottom of A block for people (inc. interview rooms, toilets and sick bay).

Ensure Mains Power is shut off wait and direct emergency services at front gate.

**SAM:** ring emergency bell, collect visitors/contractors book direct any visitors to oval. Direct SAO’s to tasks.

**SAO’s:**

- Ring alarm bell/siren
- Contact emergency services
- Collect rolls for distribution at oval
- Ensure print room is powered down
- Collect absentee/sign-out/late/ workplacement records or books
- Collect staff/casual/prac teacher sign on books

**SAO Science:** collect school mobile phone

**GA:** shut off mains power/gas/water – as advised, then report to DP

**DP:** take PA to oval, oversee handing out of rolls for marking by roll teachers, coordinate evacuation.

**HAT:** monitor and direct crowd, clear quad.

**HT Admin:** Confirm with SAM that rolls and sign on books have been collected. At the oval roll call for staff and visitors.

**DP - MAY DECLARE THE EMERGENCY ‘ALL CLEAR’ AFTER ADVICE FROM EMERGENCY SERVICES, THE ASSEMBLY IS NOT TO BE DISMISSED UNTIL THE ALL CLEAR IS GIVEN.**

**STAFF MUST CONTINUE TO SUPERVISE THE STUDENTS IN ROLL CLASSES UNTIL THE ALL CLEAR IS**