

EVACUATION PROCEDURES

- **Evacuation will be a siren followed by a prerecorded voice direction to evacuate “Emergency, Emergency, Evacuate now, Evacuate as directed”.**
- **Staff /Adults to move all children in their unit *quietly, quickly and safely* to the oval area by safest reasonable means/route.**
- Teachers to check that all children are present against class role book (provided by office staff) when on the oval.
- Toilets to be checked by teacher if a student they are with has left the classroom.
- Librarian/ Staff in Resource Centre to take a first Aid kit with them, a second kit can be taken from the front office if enough personnel present.
- Any children working with SSO/visitors should be returned to their class teacher on the oval. SSO’s /Visitors to assemble at the pergola on the oval.
- Any teachers on Non-Contact are to assume responsibility of their own class as quickly as possible.
- Admin staff shall be responsible for various duties, including notifying 000 (Fire Brigade, Police and Ambulance) if required.
- Principal and Deputy are Evacuation Officers.
- Maps with exit path and assembly areas are located near all external doors.

Playtime

- If a drill or evacuation is during play time then all children should proceed to the oval. Class teachers must immediately move to the oval and begin checking children against class list. Evacuation Officers to check Units safely.



Classes and staff must wait for the all clear from an Evacuation Officer before re-entering buildings

All staff and students should be familiar with the above procedure

Next Review Date July 2024

Barmera Primary School

Evacuation Tasks

The Principal and Deputy Principal are Evacuation Officers (or the next person in charge) will oversee any emergency. They will be consulted about the implementation of emergency procedure whenever possible and when all danger has been removed, give the all clear to return to class or resume normal activities.

Principal

- Evacuation Officer
- Check all students are out of the hall.
- Check with Upper Primary teachers that all is clear and all students/staff are present
- Meet Deputy on Oval

Deputy Principal

- Evacuation Officer
- Check with JP teachers that all is clear and all students/staff are present
- Meet Principal on Oval

School Admin officers:

- Collect visitors/teachers/students sign-in/out books, roll books and take them to assembly area
- Check Staff Room, sick room, toilets in Admin area for people
- Switch off Electricity if School finance officer is absent
- Assign an adult to meet the Emergency services if school finance officer is absent
- Notify 000 if necessary

School Finance officer

- Switch off main electricity in the black unit plant room if needed
- Meet the Emergency Services
- Complete or assign school admin officers duties if they are not nearby.

Librarian

- Take first aid kit to the oval if possible.

SSO in library

- Take first aid kit to the oval if librarian is absent if possible.

Supernumerary Staff

- SSO admin staff to cover absent front office staff's roles and take First Aid kit if possible

Wellbeing Leader

- To take Principal or deputy's place if they are absent or help with other Admin roles if staff absent

All SSOs and Visiting professionals

- Assist children to the oval and go to school admin officer on oval near pergola

Emergency Invacuation/Lockdown Procedures

- **Invacuation procedures will be beeps followed by a prerecorded voice direction to Invacuate/Lockdown. “Lockdown, Lockdown”**
- **All classes/staff/parents/volunteers/etc. are to stay inside and ensure that all doors and windows are locked in the unit/building until the Emergency is over.**
- Any class doing PE/fitness/or outside activity will need to be taken back to the nearest classroom / safe place immediately.
- Support staff/volunteers/ground staff need to stay in the building they are in or the nearest safe place.
- In case the Invacuation /Lockdown Procedure is due to an emission spill or bushfire, the Office Staff may advise (by phone or PA) to turn air conditioners off.
- *Admin. staff to notify 000 (Fire Brigade, Police or Ambulance) by telephone or alternative means as deemed necessary depending on the nature of the emergency.*
- If classrooms are unsafe students and staff will be directed by an Evacuation Officer to a safe place or they should seek an alternative safe place.



Playtime

- If Invacuation / Lockdown occurs at recess/lunch all teachers and children are expected to return to their classroom or an alternative safe place as quickly and safely as possible.

The all clear will come from an Evacuation Officer or the prerecorded ALL CLEAR message over the PA system.

Staff and students presence/absence will be determined after the all clear is given.

Bushfire

An Invacuation or Evacuation may be called. A decision will be made by management of the school for everyone to remain on the school's oval, in classrooms or to evacuate to an enclosed/indoor safe area.

Office staff will advise if air conditioners need to be turned off.

Safe Areas may be the school's hall/library, the Bruce Oval or the Barmera Hospital.

Should the school elect to evacuate off the school grounds then the Evacuation Officer will

Notify the Education Director Ph: 85 952 307 or 0401 121 561

Berri District Office Ph: 85 952 323

Advise Emergency Services. Ph 000 (CFS)

