

EVACUATION

JERRAMUNGUP DISTRICT HIGH
SCHOOL

EMERGENCY SIGNAL

**CONTINUOUS HAND BELL OR
SIREN**

ASSEMBLY AREA - ON THE OVAL NEAR THE CRICKET PITCH
(unless this area is deemed to be unsafe THEN go to staff car park near
main entrance to pool)

STUDENTS

1. Do not panic
2. Listen to the teacher
3. Walk quickly to the oval
4. Join your class
5. Tell your teacher if anyone is missing
6. Wait for instructions

TEACHERS

1. Each teacher is responsible for evacuating the class they are with at the time of emergency.
2. Collect roll, pen and evacuation file from classroom and take with you.
3. ALL teachers must mark the roll.
4. Ensure students remain under your supervision

**If roll unavailable MCS has lists in Visitor's Book

Remain assembled until ALL CLEAR is given by the Principal

EMERGENCY AND EVACUATION PROCEDURE

Staff need to be familiar with the following procedures should the need arise.

SCHOOL ORGANISATION

1. EVACUATION (Principal or Delegated Person)

- Makes decision for evacuation.
- Responsible for continual bell ringing (portable bell in office store room).
- Contact emergency services.

2. CHECKING ROOMS

Principal:

- Check following rooms - Library, Canteen and Undercover area.
- Ensure all school staff are present at the assembly area at the cricket pitch on the school oval (including non-teaching staff, volunteers and guests).

Deputy Principal:

- Check following rooms– Sewing, 1/2, 3/4, 5/6, GATE room, Computer room, Maths Room, Science, Pre-primary, Home Ec and English.

Manager Corporate Services:

- Check Administration Offices, including toilet, all other toilets and storerooms, staff room, art room and DT room.
- Collect the first aid kit, visitors book (contains class lists).
- Ensure all visitors are accounted for at the assembly area.

School Officer:

- Ring K/PP classroom
- Print today's integris roll
- Check all disabled personnel are accounted for.

Teachers:

- Move students quickly and in an orderly manner along the designated route to the oval.
- Bring Evacuation file

3. MARSHALLING

Teachers:

- At the assembly area, mark the roll to ensure all students in your class are present.
- Remain on the oval until given the "All Clear" by Principal or Delegated Person.

SPECIAL PREPAREDNESS AND RESPONSE GUIDELINES

FIRE

- Assist anybody in immediate danger (safety first!)
- Raise the alarm - contact the school office to call emergency services
- If possible restrict the danger area
- Evacuate, to school oval, remain clear of danger area
- Account for all personnel as per evacuation plan.

All staff are responsible for

- visitors/students attending meetings or classes
- being aware of the Evacuation Plan.

BUSHFIRE

- If a bushfire approaches the school, remain in the classroom until an evacuation order is given. Leave all windows and doors to the classroom closed. Turn off air conditioners.
- **If an evacuation order is given, classes are to be taken to and assemble in the staff car park outside the Principal's office. The Evacuation Plan and Evacuation Procedure are to be followed.**