



Good Shepherd Catholic School

— Lockridge —

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EMERGENCY EVACUATION PLAN

TEACHER'S INSTRUCTIONS GUIDE

Continuous siren sound



Grab **Class List** (laminated near class door) and **Medical action bags** and leave class rooms



Assemble class to assembly point one or two



Check attendance of children



Report attendance to Assembly Area Coordinator
(PPW teacher, 1W teacher, 6W teacher)



Wait for further instructions/dismissal by Admin Team

- Principal or delegates to check toilets and rooms for staff/students/visitors

EMERGENCY EVACUATION POLICY

Principles

1. The Evacuation Procedure will be practised regularly throughout the year.
2. Class teachers are responsible for ensuring that the pupils in their care proceed to the place of assembly in an orderly manner.
3. The teacher will follow to the **rear of the class** with the **laminated class list near class door**.
4. **No-one** should **re-enter the buildings**. Permission will be given by the Fire Brigade or by the Principal, when appropriate.
5. The Principal or their delegates are responsible for finding missing children and are the only person/s to attempt to do so.

Procedures

1. Detection may occur via the school's smoke alarm system, which is linked to the school's monitoring centre, or by a person seeing it.
2. In the event of an evacuation, the warning signal will be the wailing sirens on the school's PA system or the continuous sounding of an air horn.
3. In the event of the loss of electricity or the failure of the automatic system the School Administrative Officer (Receptionist) will:
 - 3.1. Commence sounding the hand held air horn (kept in the office) whilst walking to the staffroom where she will give a second air horn to the first staff member s/he comes in contact with (Receptionist's delegate).
 - 3.2. S/he will walk through the undercover area past Year One, to the Pre-Primary before returning past Year Two and Three B to the Canteen continuously sounding the air horn.
 - 3.3. Receptionist's Delegate will walk past the Library down the B side of the Senior Block (southern side) returning down the W side of the senior Block (northern side) continuously sounding the air horn - before going to Assembly Area One.
4. Assembly Areas
 - 4.1. Assembly Area One Oval.
THIS IS THE PRIMARY ASSEMBLY AREA FOR THE SCHOOL.
 - 4.2. Assembly Area Two The Junior Courts / Bitumen Car Park.
5. Allocated Assembly Areas

5.1. Kindergarten	Assembly Area Two
5.2. Pre-Primary	Assembly Area Two
5.3. Year One	Assembly Area One
5.4. Year Two	Assembly Area One
5.5. Year Three	Assembly Area One
5.6. Year Four	Assembly Area One
5.7. Year Five	Assembly Area One
5.8. Year Six	Assembly Area One
5.9. Music/Art	Assembly Area One
5.10. Library	Assembly Area One
5.11. Resource Room	Assembly Area One
5.12. Uniform Shop	Assembly Area One
5.13. Undercover Area	Assembly Area One
5.14. Canteen	Assembly Area One
5.15. Staffroom	Assembly Area One
5.16. Administration Block	Assembly Area One

6. When the alarm is sounded, children are to be led to their assembly point.
7. Specialist teachers (e.g. the Librarian, music, sport or support) will follow the class to the Assembly Area assigned and establish a class list.
 - 7.1. Specialist allocation:
 - 7.1.1. Library Assembly Area One
 - 7.1.2. Sport Assembly Area One
 - 7.1.3. Music Assembly Area One
 - 7.1.4. Support when in class use that class's assembly area. If in the staffroom or resource room use Assembly Area One.
8. At the Assembly Area:
 - 8.1. The class teacher will call the role to ensure that all the children are present.
 - 8.2. The Principal or his delegate will contact via the school mobile or two-way radio each Assembly Area to establish via the Assembly Area Coordinator that all children and adults are accounted for.
 - 8.3. **The Principal or his delegate is to be given the immediate attention of the staff.**
 - 8.4. The provision of the information to the Principal or the Assembly Area Coordinator is to be given highest priority.
 - 8.5. Teachers and children will wait at the Assembly Area for instructions from the Principal received via the Assembly Area Coordinator.
 - 8.6. If a child is unaccounted the class teacher will inform the Assembly Area Coordinator who will inform the Principal.
 - 8.7. The PPW Assembly Area Coordinator will unlock the gates on the junior courts.
9. Evacuation kit:
 - 9.1. will contain:
 - 9.1.1. A two-way radio turned to Channel 6, the batteries for which will be replaced at the beginning of each term.
 - 9.1.2. An orange safety vest to be worn by the Assembly Area Coordinator.
 - 9.2. An Evacuation Kit will be kept:
 - 9.2.1. In Year One W (1W) – 1W Teacher will bring this to Assembly Area One.
 - 9.2.2. In Year Six W (6W) – 6W Teacher will bring this to Assembly Area One.
 - 9.2.3. In PPW – PPW Teacher will bring this to Assembly Area One.
10. School Administrative Officers will:
 - 10.1. sound the wailing siren
 - 10.2. ring the appropriate authority
 - 10.3. take:
 - 10.3.1. The staff and class lists and the "sign-in book" with them to Assembly Area One where s/he will check with the Assembly Area Coordinator to ensure that all adults are accounted for.
 - 10.3.2. All the student medications held in the Sickroom in the Bag provided and the medical action plans for all students.
 - 10.3.3. Move to Assembly Area One
11. Principal & Assistant Principals
 - 11.1. Will bring their mobile phones and move to Assembly Area One and Two
 - 11.2. They will log into Seqta and cross check any absent students to confirm their absence from school. The sign-in book may also be used to identify any child off school site at that point in time.

RECESS OR LUNCHTIME EVACUATION

In the event that an evacuation is required during the recess or lunch breaks the following procedure will apply:

1. All teachers and students Years 1 – 6 to the Assembly Area One in classes.
2. Kindergarten and Pre-primary children will assembly in Area Two.
3. Staff in the staff room will exit via the door closest to their Assembly Area. (N.B: Staff are **not** to return to class to retrieve any items).
4. The Assembly Area Coordinator will assume control upon their arrival.
5. The School Administrative Officers will:
 - 5.1. Gather class lists, staff lists and parent signing book.
6. All communication will be via the school mobile phones or two-way radios (on Channel 6).