



HAWKER PARK PRIMARY SCHOOL

## EVACUATION PROCEDURE (Revised 2015)

**A COPY OF THE DRILL is to be displayed in each area of the school and kept in the Emergency File.**

If the need arises to evacuate the buildings, these procedures apply for fire, gas leak, bomb-threat etc. In the case of earthquake or cyclone, students first seek shelter under a desk until the threat has subsided, before evacuation. In the case of fire, all children and adults will be evacuated.

DRILLS will be held at least once per year, in Term 1. All personnel and visitors will be involved - without exception. Prior warning will be given for DRILLS.

Prior STUDENT INFORMATION is essential so a serious, conscientious approach will prevail. Students are to relate our evacuation to the possibility of an incident at home or in a public place.

AUTHORISATION: The Principal authorises, and is the controller of, any DRILLS - but any person may assume authorisation for a real EVACUATION and may need to do so.

The appropriate AUTHORITIES must be notified.

### **PRINCIPAL / CONTROLLER / ASSISTANT DUTIES:**

1. Instructs Registrar to make emergency contact- (Fire/Police/Ambulance etc)
2. If possible, brings first aid, loud healer, notebook and pen, mobile phone and visitor's book.
3. BUILDING CHECK - see below

Principal checks	Art
	Music
	Library
	Canteen/Undercover
	Toilets North & South Block
Year 5/6 teachers	Multi-purpose building
Registrar checks	Admin Block
North Block teachers check	Wet Area/ Room 4/ Psych office
South Block teachers check	Wet area Chaplain Room
ECU teachers	ECU 1, 2 & 3
Librarian checks (Mondays)	Library / Music / Art
All Specialist Teachers	Takes class to Muster point

4. Checks class numbers and ensures all classes are accounted for.
5. Arranges first aid treatment and care.  
Arranges trauma / crisis management procedures.
6. Ensure all on site personnel are accounted for. (Assistants, gardener etc.)

## CLASSROOM EVACUATION PROCEDURES

ALARMS for evacuation are:

<b>SIREN</b>	Continuous sounds - in groupings of three.
<b>Second Option: WHISTLE, HOOTER or VERBAL</b>	Continuous sounds in groupings of three. Whistles/Hooter - available in the Admin area

### EVACUATION TO ASSEMBLY POINT/S.

1. All classes (and other personnel) will move with their teacher or other adults to the:

<b>Muster Point = West of Car Park</b> Near Hawker Avenue (Do not walk through car park)
<b>Option 2 - muster on oval</b>

2. On arrival classes sit in two class lines parallel to the side path and facing Hawker Avenue.
3. ALL TEACHERS WILL BRING THE CLASS EMERGENCY FILE (including class list)  
Teachers to record/note the number of students present, absent and NOT accounted for.
4. Students DO NOT bring any items with them.
5. ALL ADULTS not accompanying a class will assemble together to be ready to assist any situation or check buildings.
6. ENSURE AN ATMOSPHERE OF CONTROL AND CALM - this is essential.

### MOVEMENT PROCEDURE

- Students move in lines through the nearest outside exit or door to vacate areas.
- Staff direct students to walk quietly and calmly to muster point, via the safest route, keeping away from buildings as appropriate.

<b>Location</b>	<b>Route</b>
OUTDOOR AREAS	go direct to Muster Point via West side of Admin
PRE-PRIMARY & KINDY	via nearest exit - and go to Muster Point via entrance path. Do not cross the car park.
NORTH BLOCK	nearest exit to Muster Point via flag pole grass
SOUTH BLOCK	nearest exit to Muster Point via West side of Admin
COVERED ASSEMBLY AREA, CANTEEN & LIBRARY	nearest exit to Muster Point via West side of Admin
ADMIN BLOCK	evacuate to the muster point
MUSIC/ ART BLOCK	nearest exit to Muster Point via North side of Junior block

If incident is during recess or lunch – all students to go directly to Muster Point

The ALL CLEAR is given only by the PRINCIPAL or CONTROLLER before anyone is to leave the Assembly area and return to class.