



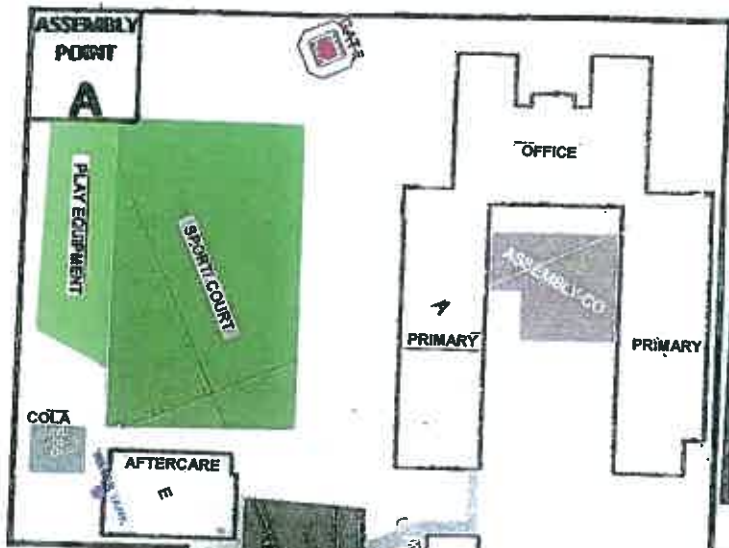
ANNANDALE PUBLIC SCHOOL EVACUATION PLAN



Incident Report and Support Hotline - 1800 811 523

(One stop shop for reporting ALL incidents. Advice will be given on how to handle different emergency events.)

**Johnston Street
(Assembly Point A is inside the school fence.)**



Annandale Public School EMERGENCY PROCEDURES (August 2017)

- FIRE**
1. **Remove persons from danger:**
 - Yourself
 - Students, other staff and visitors
 2. **Raise the Alarm:**
 - Notify the Principal
 - If after hours, call 000
 3. **Contain the fire**
 - To the room or space of origin
 - Close doors behind you
 4. **Evacuate the area**
 - Follow the instructions of the Principal
 - Go to the assembly area
 - Teachers mark rolls and report to Principal
- Important**
- If you see or smell smoke, don't panic
 - Do not reenter the building
 - Leave personal items behind
 - Assist others to evacuate school site

- BOMB THREAT**
1. Remain calm and don't panic
 2. Don't touch suspicious objects
 3. For telephone threats, use the Bomb Threat Checklist
 4. Notify the Principal
 5. If after hours, call 000
 6. Avoid using mobile phones
 7. Follow the instructions from Principal and / or Police

- MEDICAL EMERGENCY**
1. Remain calm & don't panic
 2. Notify your Principal
 3. If after hours, call 000
 4. If trained, commence First Aid treatment
 5. Provide reassurance & care. Remove any immediate dangers
 6. Do not move the person unless absolutely necessary
 7. Direct ambulance to most appropriate school entrance

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Emergency Services - 000

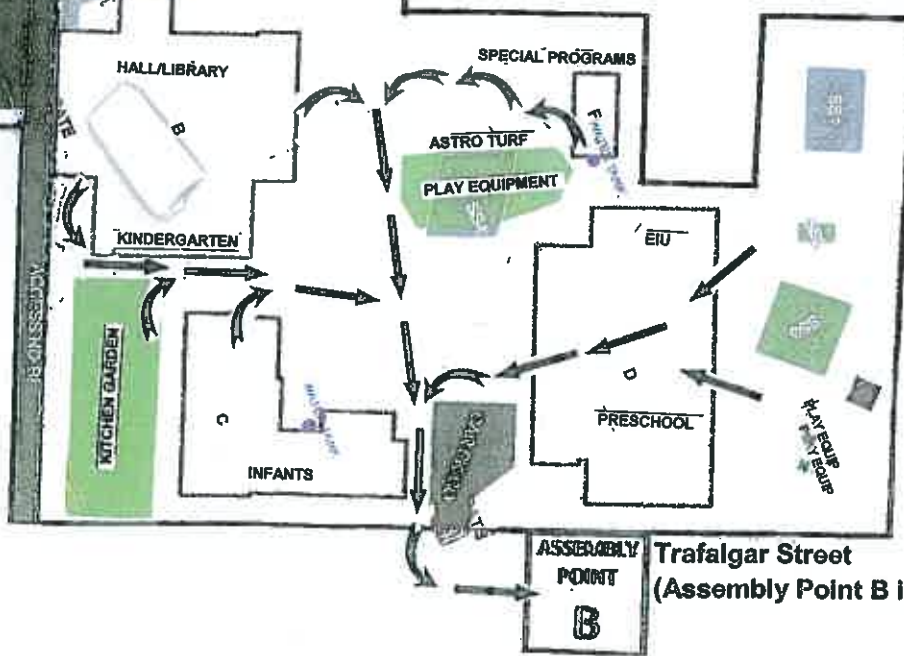
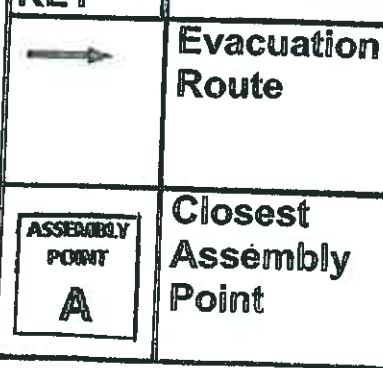
Evacuation Procedures Guidelines

- Chief Warden decides on the need to evacuate, where possible, in consultation with emergency services.
- Chief Warden to sound emergency siren.
- Teachers to evacuate in an orderly manner with all members of their classes via the shortest and safest routes to their designated assembly area unless advised of an alternative evacuation assembly area.
- Floor wardens to check that all classrooms are clear and lock them where possible
- Classes to line up in order at their assembly area.
- When whole school is assembled, home classes will be reassembled.
- Rolls marked. Advise the Chief Warden of missing or extra students, if possible.
- Office staff to evacuate to designated area or alternative location when advised.
- Chief Warden to check designated blocks and toilets.
- Chief Warden to then brief staff on emergency and await arrival of emergency services or take other appropriate action.
- Chief Warden advises when to return to the school in consultation with emergency services.

Lockdown Procedures

- Should an intruder be identified, the staff member who identifies the intruder should contact the Chief Warden who will determine if lockdown procedures should be initiated.
- Chief Warden authorises the sounding of the alarm or notification through the PA.
- Chief Warden should call 000.
- Chief Warden is responsible for locking and securing all exterior doors and entrances, if safe to do so.
- If safe to do so, Chief Warden will wait outside the main entrance of the school to direct emergency services or will delegate another member of staff to do this. Only authorised personnel should be allowed access to the school premises.
- All outside activities should cease immediately. If appropriate the Chief Warden should direct students who are in the playground or outside school fences to a predetermined off-site location.
- Staff should follow prearranged and rehearsed instructions to secure doors and move students out of line of sight of doors and windows. Staff should ensure students remain calm and quiet.
- Staff should check corridors outside their classrooms for nearby students and direct any students in the immediate vicinity into their classroom. Staff should not leave the classroom to get students. The door should then be closed.
- Rolls marked. Any missing or extra students should be noted. If possible, staff should advise the Chief Warden.
- Staff should maintain room security and should not open doors for anyone under any circumstances. Students and staff should stay where they are until official notification is provided by the Chief Warden.
- Where the lockdown lasts for an extended period of time or extends beyond normal school hours, the Chief Warden should notify parents via local media and with the assistance of the local police.
- In conjunction with local police, the Chief Warden should arrange for parents to pick students up from school at a designated safe area.

KEY



**Trafalgar Street
(Assembly Point B is in Trafalgar Street.)**