

KARRINYUP PS EVACUATION PROCEDURE

If the need for an emergency evacuation of classes arises the signal will be:

An announcement over the PA System

This signal will be backed up by one or more of the following: -

- a) three short blasts on siren; or
- b) continuous whistle blasts, or the use of
- c) the hand bell or the siren on the loud hailer (if siren not working).

1. TEACHERS

- On signal, proceed in class lines in an orderly manner to the assembly point on the school oval, using the route shown on the school evacuation map.
- Take class list with you, but do not return to your room for this if you are out of the room.
- Each class forms 2 lines on the oval, with classes in room number order.
- Count the children and cross check the class list. If a child is unaccounted for, put your hand in the air and make the Principal aware.

2. TEACHERS ON DOTT

If working in the classroom collect the class list, then proceed to the oval where children should be checked.

3. SPECIALIST STAFF

Take the class to the oval and pass children on to the class teacher. Assist the Admin team to set up the Control Centre.

4. SUPPORT TEACHERS

- If working in a classroom alongside a teacher, then assist the class teacher to move to the oval.
- If working with a small group of children, then take the children to the oval and pass on to the class teacher.
- Once at the oval, assist the Admin team at the Control Centre where needed with line up and organisation.

5. LIBRARY OFFICER

Check all areas of the library and computer room, turn power off and then move to the oval. Help at the Control Centre if needed.

6. EDUCATION ASSISTANTS

Assist staff in moving children out of the buildings and onto the oval. Help at the Control Centre if needed.

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7. MANAGER CORPORATE SERVICES

- Report the emergency to the relevant authority and to North Metro Regional Office.
- Collect financial records (back up tape), master list of students and staff, School Visitors Register and a First Aid kit.
- Check designated areas of responsibility are clear of students, staff and parents.
- Once on the oval establish the Control Centre and check that all students, staff and parent helpers are all accounted for.

8. SCHOOL OFFICER

Assist the Manager Corporate Services and then move to the school oval with class lists IPAD with sign in lists and medical kit.

9. PRINCIPAL

- Check designated areas of responsibility are clear of students, staff and parents.
- Check all students, staff and parent numbers tally.

10. DEPUTY PRINCIPAL/S

- If working in class with children accompany them to the oval, appoint a DOTT teacher to supervise and take command of the Control Centre. Check all students, staff and parent numbers tally.
- If working in the office, check designated areas of responsibility are clear of students, staff and parents.

11. SCHOOL GARDENER

- Report to the oval.

POINTS TO NOTE:

- If children are outside when the emergency arises (lunch or recess time) then all staff should assist in moving children to the designated meeting point.
- ***The attached map is a guide only. Teachers need to take the quickest and safest route to the oval at the time of the evacuation.***
- In the case of a telephone threat, the person taking the call should not hang up. Attempt to notify another person so that police can be contacted. Put the call on speakerphone if possible and appropriate (no children should be present).

BOMB THREAT/HOSTAGE SITUATION

- Try to talk to the person calmly.
- Try to notify another teacher. Send child/children on errand or use the 'Help' pass if possible.
- Do not hang up the phone if taking a phone threat.

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EARTHQUAKE

Indoors:

Remain inside
Shelter under desks, table, bench and doorframes - something solid.
Keep away from windows.
Evacuate building after tremor or threat subsides.

Outdoors:

Move away from buildings, high walls, electric power lines and dangling electric wires.

When Quake Stops:

Turn off heaters.
If damage has occurred turn off electricity, gas and water at mains.
Exit classroom.

EVACUATION ESSENTIALS:

1. Copy of evacuation information to be displayed (a) on classroom walls; and (b) in the class handbook.
2. Whistle/bell/loud hailer to be located in the Deputy Principal's Office.
3. First Aid equipment to be located in the medical room.
4. All staff to know how to take a Bomb Threat call.
5. Bomb Threat/Hostage Questionnaire to be given to all staff to read. Copy to be located near all school phones.

ALL ELECTRICITY IS TO BE TURNED OFF BEFORE EXITING A ROOM, IF TIME PERMITS

DESIGNATED AREAS OF RESPONSIBILITY TO CHECK AREAS ARE CLEARED

MANAGER CORPORATE SERVICES

- 1 Principal's Office
- 2 Deputy Principal's Office
- 3 Deputy Principal's Office
- 4 Manager Corporate Service's Office
- 5 Medical Room
- 6 Reception
- 7 Duplicating Room
- 8 Room 9
- 9 Room 8
- 10 Room 7
- 11 Room 6
- 12 Music Room
- 13 Undercover Area
- 14 Canteen
- 15 Art / Science Room
- 16 Furniture Store
- 17 PE Store
- 18 Gardener's Room
- 19 Gardener's machinery Shed

DEPUTY PRINCIPAL 1 – Connor Campbell

- 20 Room 5
- 21 Room 4
- 22 K-PP Wet area
- 23 Room 3
- 24 Boys Toilets
- 25 Girls Toilets
- 26 Universal Access Toilet
- 27 Reading Store
- 28 Dott area
- 29 Room 2
- 30 Room 1
- 31 PP Store Shed

DEPUTY PRINCIPAL 2 – ACTING

- 32 Middle Reading Store
- 33 Middle Girls Toilet
- 34 Disabled Toilet and Shower
- 35 Middle Boys Toilet
- 36 Maths Storeroom
- 37 Room 16
- 38 Room 15
- 39 Room 14
- 40 Room 13
- 41 Library Open Area
- 42 Library Storeroom
- 43 Computer Room
- 44 Year 1/2 Stashed

PRINCIPAL

- 45 Room 10
- 46 Staff Room
- 47 Multi-lit Room
- 48 Store room – chairs/tables
- 49 Senior Girl's toilet
- 50 Female Staff Toilet
- 51 Male Staff Toilet
- 52 Senior Boy's Toilets
- 53 Cleaner's Store
- 54 Room 11
- 55 Room 12
- 56 Transportable 4
- 57 Transportable 3
- 58 Transportable 2
- 59 Transportable 1