



# Evacuation Procedure

**Fire Warden: Michelle Smith**

## Step 1:

Report a problem immediately to the front office  
Continuous long blast of siren

## Step 2:

**Student:** Stand quietly, line up and follow teacher's instructions  
**Teacher:** Close windows; turn off air-conditioning and get class roll.

## Step 3:

**Student:** Exit classroom, exit building through closest exit.  
**Teacher:** Check class empty, lock door, follow class at the rear.  
Fire Warden: Check toilets.

## Step 4:

**Student/Teacher:** Move in line to the emergency assembly point (oval)  
and sit in a line.

## Step 5:

**Teacher:** Take class roll.

## Step 6:

**Teacher:** Report class information to Fire Warden





## Lock in Procedure

### During Class Time

### During Break Time

#### Step 1:

Report a problem immediately to the front office  
Continuous short blast of siren

#### Step 2:

**Staff/Student:** Remain in current classroom. Students not in class to go to nearest safe classroom/office. Other staff to go to normal workplaces

**Staff/Student:** Return to classrooms. Other staff to go to normal work places.

#### Step 3:

**Staff/Student:** Lock Doors and windows. Close blinds and curtains.

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**Nominated Staff:** Ensure that external doors are locked.

Room 7: External Door.

Room 4: External Door.

Room 11: External Door/Kitchen Door.

Room 10: External Door.

Front Office Staff: Front Door/Staff Room Door.

#### Step 4:

**Staff/Student:** Wait for further direction. Leadership will notify when emergency is over.

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