

Emergency Evacuation Procedure

Staff responsibilities if you are teaching at this time:

1. Ensure you have a record of attendance for the lesson. Continue with normal class activity until **continuous evacuation bell** sounds.
2. Announce to the class *“This continuous bell, signals that there is an emergency evacuation- we are going to exit the building and move to the Eastern Oval Cricket Pitch together- you will remain together in this class group with me until we get the all clear to return to the classroom”*
3. Instruct students to leave all their equipment in the classroom and evacuate immediately and orderly direct to the **Eastern Oval Cricket Pitch** via the recommended evacuation route marked in the room- **STUDENTS MUST NOT GO TO THEIR LOCKER.**
4. Take your class roll with a record of who is absent and the names of any students that were away from your classroom at the time of the evacuation- i.e. library, relocation, toilet, wellbeing, other.
5. Identify the Evacuation Plan displayed in your room and follow that path with your class to the assembly area- **Eastern Oval Cricket Pitch.**
6. Assemble (sitting students in an alphabetical order straight line) on the Eastern Oval Cricket Pitch in Year Levels either court as follows-



6. An Assistant Principal, Leadership or Student Support Leader will collect student attendance information from each teacher when your class is assembled on the Oval.
7. Report to the Administration leader to ensure that you have been accounted for otherwise, remain with your class throughout.

YEAR 9-12 STUDENTS ASSEMBLE WITH THEIR TIMETABLED CLASS - NOT IN HOME GROUPS.

IF A VCE STUDENT HAS A STUDY SESSION – DIRECT THEM TO JS OR A SENIOR SCHOOL TEAM MEMBER TO HAVE THEIR NAME RECORDED.

Staff Responsibilities if you are not teaching at this time:

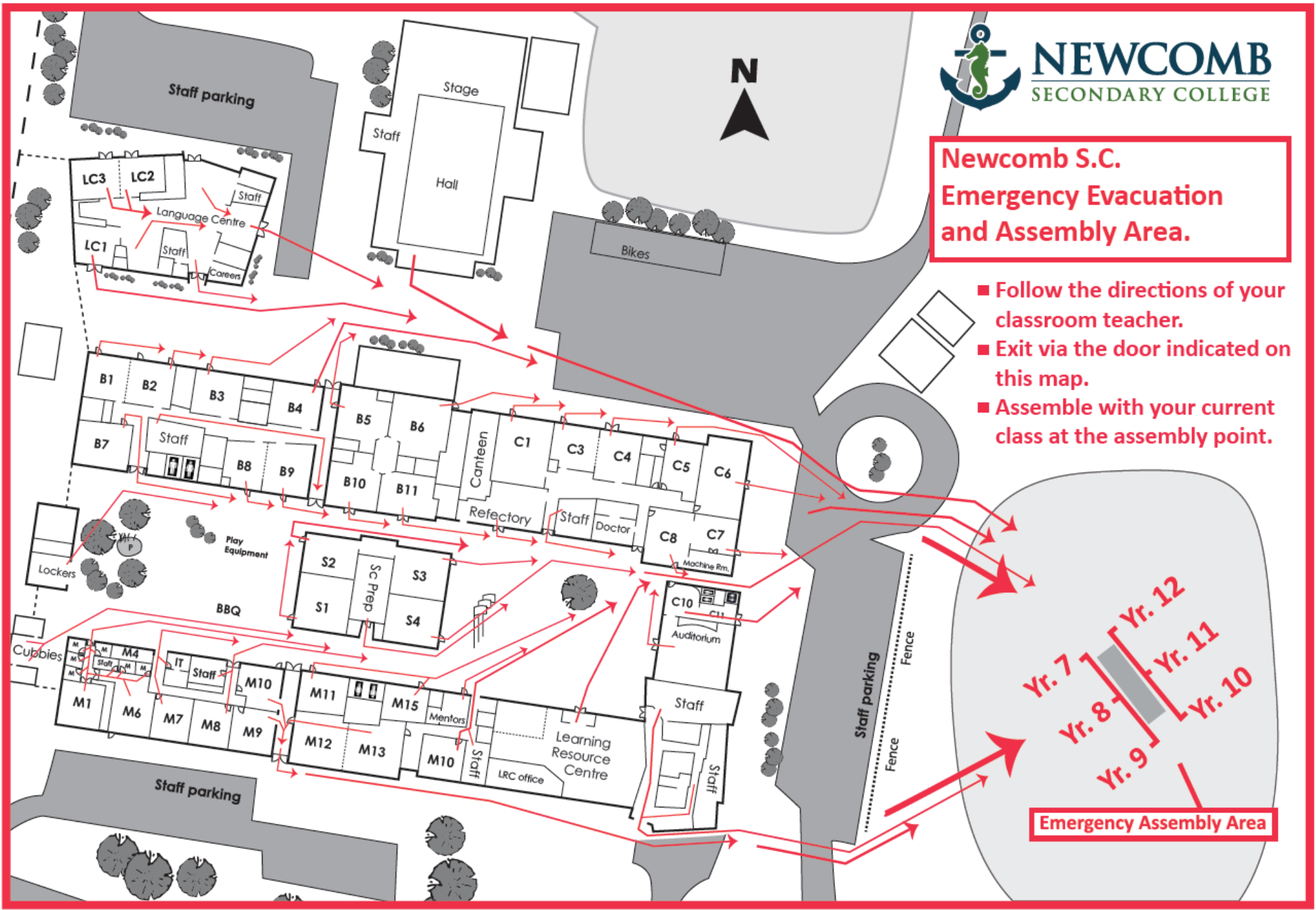
1. On hearing a continuous Evacuation bell offer immediate assistance to other teachers, in the area you are located, to leave the building in an orderly manner
2. Remain in the area until all students have been evacuated- do a quick check through the area to ensure it is empty.
3. Evacuate to the **Eastern Oval Cricket Pitch** and assist staff to maintain an orderly assembly until the all clear is given to return to the buildings.

IF YOU ARE OUT OF THE SCHOOL AT ANY TIME YOU MUST ENSURE THAT YOU HAVE SIGNED OUT AT THE OFFICE PRIOR TO LEAVING. PLEASE ENSURE, WHERE POSSIBLE, THAT YOU CARRY A MOBILE PHONE WITH YOU AT ALL TIMES.



Newcomb S.C. Emergency Evacuation and Assembly Area.

- Follow the directions of your classroom teacher.
- Exit via the door indicated on this map.
- Assemble with your current class at the assembly point.



Yr. 7
Yr. 8
Yr. 9
Yr. 10
Yr. 11
Yr. 12

Emergency Assembly Area