

# EMERGENCY RESPONSE PROCEDURES



## KNOW YOUR BELLS!



### **WHOOOP WHOOOP - Evacuation**

- Quickly gather belongings.
- Close the classroom doors as you leave.
- Follow the evacuation map located in classroom.
- Evacuate the buildings and go to the school oval. Listen for PA announcements.
- Assemble on the oval and sit down in roll call classes facing the clubhouse.

### **ONE LONG BELL OF 30 SECONDS DURATION - Emergency Assembly**

- Emergency assembly necessary – possible “INVACUATION”.
- Staff and students move to quadrangle and line up in roll call groups.
- Follow directions given by assembly chairperson.

### **ALERT BEEP BEEP TONE INCREASING IN VOLUME – “Lockdown” - Stay in rooms or if in the playground go to a room in the nearest building block**

- Close and lock classroom doors and windows. Pull down blinds.
- Turn off all lights and hide.
- Head Teachers close and lock all external doors then hide in staffroom/classroom.
- Remain in rooms until the Beep Beep stops.

### **ONE CONTINUOUS BELL - Bushfire – “Shelter in Place”**

**Evacuate in an orderly manner: Yrs 7,8,9 to the School Hall, Yrs 10,11,12 to the Library**

- Close all doors and windows as you evacuate.

### **CLASSROOM HAZARD**

- Evacuate all students away from the immediate danger.
- Close all doors and windows as you leave the classroom.
- Notify the Deputy or Principal of the emergency. (Send two messengers)
- Take a roll call and advise the Deputy or Principal of any missing students.