



Staff and Students

Emergency Evacuation and Lockdown Procedures

If you are the first to identify an emergency or threat dial 78900 or 97978900 and state the nature and location of the emergency or threat.

All student groups are to remain under the control of the classroom teacher unless otherwise directed.

EVACUATION PROCEDURE

This will be indicated by repeated sets of 3 soundings of the siren.

On hearing the evacuation siren follow these instructions:

- **Remove** students and/or staff from immediate danger to a place of safety. Collect class attendance records and/or MacBook. Leave personal belongings behind.
- **Alert** others in the immediate vicinity.
- **Confine** any fire and smoke by closing the door/s and windows. Lock the door behind you.
- **Evacuate** to the respective 'Assembly Area' displayed on the evacuation diagrams and perform roll-call.
- **Report** unexpected absences and injuries to the Designated Area Coordinator ASAP.

LOCKDOWN / DURESS PROCEDURE

This will be indicated by a short burst of an alert tone followed by a notice stating Lockdown. This will be repeated 3 times in 2 minutes.

On hearing the lockdown alert follow these instructions:

- Check outside room for students in transit.
- If outdoors, move to the closest secure room.
- Remain inside the building, lock the doors, close the blinds, turn off lights and sit below window level.
- Instruct students to remain quiet with mobile phones/iPads turned off.
- Attend to students at all times. Remain in lockdown and follow the lockdown procedure until the '**all clear**' announcement is heard over the loudspeaker system and/or the telephone system.
- Under no circumstances should staff place themselves at risk.