

EMERGENCY PROCEDURES

SUMMARY OF ACTIONS:

If Continuous Bell Sounds (or manual bell sounds continuously): A Fire or Bomb Alarm is in progress. **Evacuate to Bus Shelter via route shown on Evacuation Map.**

Advise students to:

- a) remain calm and orderly
- b) leave bags where they are
- c) ensure students in wheelchairs are assisted and accompanied by other students
- d) leave the room in single file – aisle nearest the door leave first
- e) walk – do not run. Hand rails on stairs should be held – keep to the left
- f) shut windows. Teacher to be last out & shut door (but do not lock it)
- g) do not use lifts to move to ground floor
- h) **UNDER NO CIRCUMSTANCES ARE STUDENTS TO USE A MOBILE PHONE**

If a “Bing Bong” noise sounds over the PA (sounds like a door bell): A Lockdown is in progress. Lock all doors & windows. Ensure students keep away from windows. Students and teachers need to sit on the floor, or out of sight. Keep students quiet. Do not use mobile phones. Outdoor classes should go to the nearest convenient secure area, at the teacher’s discretion. Three long rings of the bell will signal that the situation is over and the whole school should make its way immediately to the Bus Shelter for a whole school assembly via the route shown on the Evacuation Map.

Earthquake: Get everyone under desks/tables or in door frames. Ensure no-one leaves building. When tremor has subsided evacuate everyone to Bus Shelter via route shown on Evacuation Map.

Evacuation Plan for Wheelchair Bound Students

A reliable student (or students) should be designated in each subject to be responsible for accompanying and assisting wheelchair bound students to move to the Assembly Area. The teacher in charge of the student in a wheel chair should direct the students as to the most appropriate route. Teachers should work this route out and inform the whole class at the start of the year (or as early as possible) when going through emergency procedures. Back-up students should also be available should the designated student(s) be unavailable at the time of evacuation.

The full Emergency Procedures document is available on the Policies page of school website at:

<http://www.adamstownsp.catholic.edu.au/about-us/policies/>