

ST JOSEPH'S SAFETY PROCEDURE

Fire or Evacuation

SIGNALS TO EVACUATE - FIRE ALERT OVER PA

Rolls are marked as soon as students enter the classroom. If children arrive after this time they are to be signed in.

Principal or exec in charge -- same procedure for all areas and times of day

1. Wear hat and vest
2. Take keys, mobile, emergency contact list and move to ASSEMBLY AREA
3. Staff grid and timetable to roll call for staff

Assistant Principal

1. Wear hat and vest
2. Take keys, mobile, emergency contact list and move to ASSEMBLY AREA
3. Staff grid and timetable to roll call for staff

Administration Block – same procedure for all areas and times of day

1. Administration staff to gather backup tape, first aid kit, visitors sign in book, student partial absence book, printed class rolls and pens.
2. Check areas of Block A on way out and move to ASSEMBLY AREA.

Canteen - same procedure for all areas and times of day

1. Windows or roller-door closed (if time).
2. Doors closed but not locked.
3. Appliances off (if time).
4. Go with Block C traffic via infants hill to assigned ASSEMBLY AREA (see map).

If Fire In Canteen

1. Fire Blanket near drinks fridge or CO2 Extinguisher just inside back room – only use if your safety can be assured.
2. Dial 201 (Secretary's Office) or 202 (Principal) to report fire. Principal or Secretary will report fire to fire brigade.
3. Follow steps 1-12 below.

Teacher-Pupil Evacuation – IN CLASS

1. Line up class
2. Take your keys
3. Check withdrawal and practical areas.
4. Direct students to leave room in an orderly manner.
5. If trapped lie down on floor
6. Leave classrooms unlocked but close doors.

All toilets to be checked by a staff member:

- Block C Toilets – Stage 2 assistant or in their absence one of the teachers in the block
- Hall - Stage 2 assistant or in their absence one of the teachers in the block.
- Block B s Toilets– Stage 1 assistant or in their absence one of the teachers in the block

1. Walk via infants hill to assigned ASSEMBLY AREA (see map). Vacant block near beside house in Hyde Street.
 - Maintain class lines
 - Move quietly
 - Leave all bags and belongings.
1. Seat children in assigned area.(see map).
 - Insist on silence.
2. Mark roll.
3. Report any missing or injured children to Principal or teacher-in-charge.
4. Await instructions for dismissal of children from evacuation area.
5. Children are to remain quietly seated on front lawn.

Teacher-Pupil Evacuation – OUT OF CLASS

BEFORE SCHOOL 8:20 – 8:50

At signal to evacuate all staff assist supervising teacher to line children up on pebblecrete.

Principal/AP or exec appoint teachers to check toilets and classrooms.

Walk to assigned ASSEMBLY AREA (see map).

RECESS – as per before school procedure, however infants teachers move to infants recess playground and primary teachers move to primary playground. One teacher form each area to check toilet areas.

LUNCH

Line up children from play area.

Walk to assigned ASSEMBLY AREA.

Teachers and staff not on duty are to check toilet areas and then assist teachers to move children to ASSEMBLY POINT.

Please note – the above procedure assumes that the fire is not in the path of teachers and students, if so an alternative ASSEMBLY POINT will be communicated eg. bottom oval.

BUSH FIRE

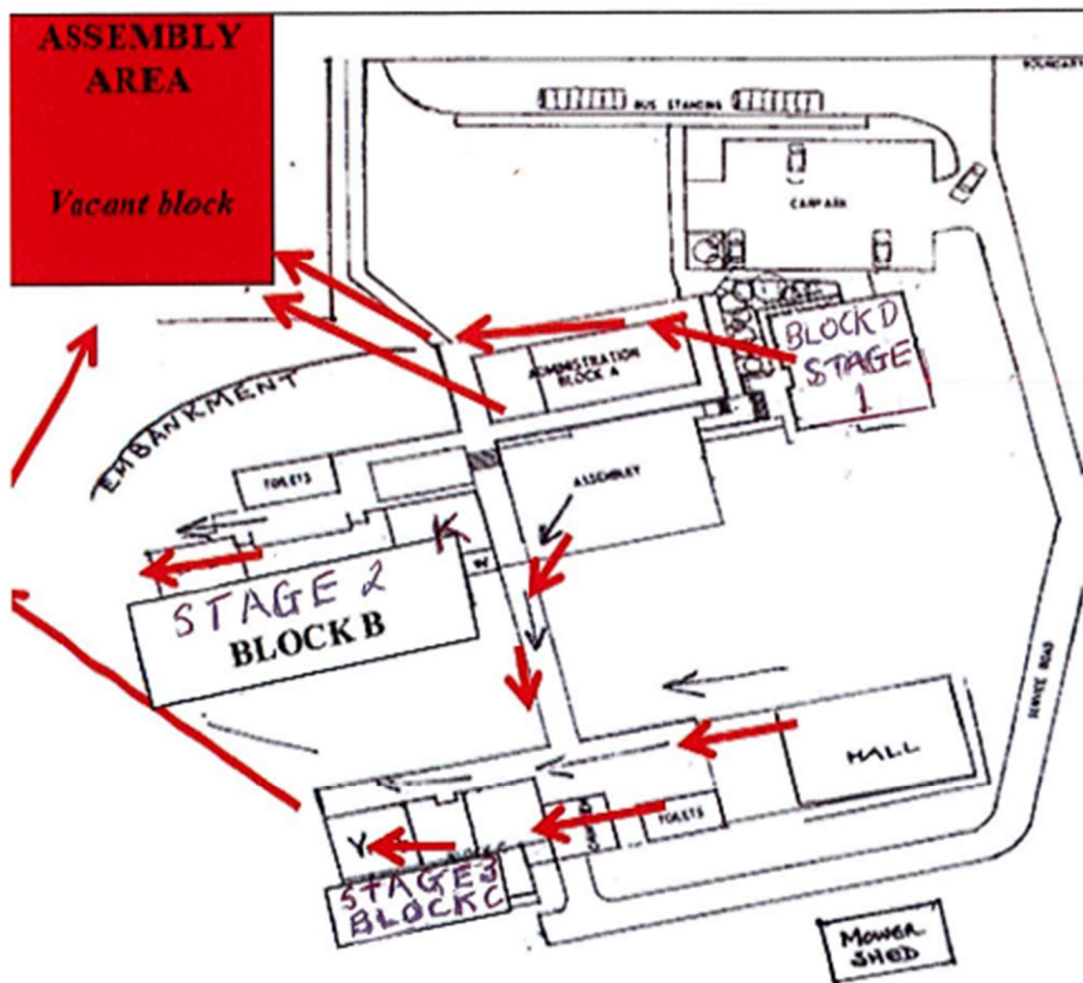
In a bush fire situation the school will move from the assembly point across the road and down Bent Street to the Cemetery. Children will be seated in an open space. Parents will be notified via the skoolbag app and children can be picked up from here. Teachers mark children off their roll as they leave with parent/caregiver.

STAFF

Principal or AP will use the staff grid and timetable to account for all the staff.

St Joseph's Primary School South Grafton
SITE MAP

HYDE STREET



Bottom Oval

Bottom Oval

ASSEMBLY
AREA