



ST PIUS X CATHOLIC PRIMARY SCHOOL Emergency Evacuation Policy

August 2018

- In case of emergency inform administration to initiate warning signal. In the event of a power failure, the handbell will be sounded continuously.
- **Teachers are to take class roll and pen with them to instructed area.** Students are to come empty handed. If their hat is already in their possession, they may wear this. **(They are not to get hats or any other items if they do not already have them with them).**
- Evacuation siren signals emergency. Each class is to assemble in their designated area (See Map) in **two straight lines** for the **class roll to be called by the teacher.**
- **Teachers are to confirm all accounted for and hand to Assistant Principal who will cross check with office staff.**
- Anyone in the Toilets, Library, Tuck Shop or TSH at the time of the emergency will exit via the nearest safe route, up to the oval and then assemble with their respective classes in accordance with the map.
- Anyone in the administration block is to exit via the nearest safe route to the oval.
- **Principal** to go back and check Administration, Year One, Pre-Primary, Kindy, Canteen, Toilets, Library and TSH Office.
- **Assistant Principal** to go back and check the Sports Shed, P&F Shed, SEARCH Zone, Year Six, Year Five, Year Four, Year Three, Year Two.
- In case main assembly area is site of emergency, assemble as per assembly seating arrangements in undercover area and await instructions.

EVACUATION PLAN

