

**North Perth Primary School**  
**Evacuation, Non-evacuation and Lock-Down procedure**

**Evacuation**

**Emergency procedures in the event of fire or bomb threat, or any other circumstance where evacuation is required.**

Students and adults occupying any room should be familiar with exits and assembly areas.

One or more of three signals will be used to activate the evacuation plan. These are:

- Continuous blasts of the siren
- Continuous ringing of the hand bell by the Deputy or available Admin person
- Continuous blasts of a whistle

**When the alarm is raised:**

1. Stay calm.
2. All students and staff are to follow their predetermined escape route and are to assemble on our school oval, **Goonderup Place**.
3. Specialist teachers, teachers with small groups or Education Assistants working with small groups are to take responsibility for the children they are with and evacuate them. The children should be handed over to the class teacher at the assembly point.
4. Class teachers are to take their class attendance list (kept attached on wall near class door) when evacuating. They are also to take their medical forms (red file).
5. Teachers on DOTT must return to class to collect their class attendance list if safe to do so. DOTT teacher evacuates with the class they are teaching and class teacher is to meet the DOTT teacher and their class on the oval.
6. When assembled, class teachers take the roll and report any absences to the Principal, or Officer in Charge.

**Other responsibilities:**

- The **Registrar or School Officer** is to telephone 000 asking for the appropriate emergency service stating address and details of the emergency.
- The Registrar or School Officer is to check staff toilets and office block.
- The Deputy is to take school evacuation kit from deputy's office.
- The Deputy is to check the hall, library, playground and student toilets or delegate task to Education Assistant or Library Officer.
- Teacher of Room 17 is to check the toilets on the veranda on the specialist block.
- Principal to collect evacuation kit.

**Escape Routes and Exits:**

Teachers should take the most direct route depending on the area of danger.

The designated escape routes are as follows:

- **Rooms around the hall** to exit the hall through the doorway nearest to where their class hang their school bags.
- **Rooms 12 - 19** to proceed onto veranda and exit off veranda via closest steps. Exit grounds via gates at Specialist Block and near tennis court.
- **Pre-Primary Centre:** exit building via doors onto veranda and exit grounds via gate at Specialist Block near tennis court.
- **Administration:** exit through front entrance and exit grounds via oval gate.

Admin will check all staff and students are accounted for.

Three blows of the whistle will indicate all is clear and classes may return to their classrooms.

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**Non Evacuation**

**Earthquake**

The following signals will be used:

- A PA announcement and continuous blast of siren.

***If indoors:***

1. Stay indoors and ensure nobody moves about or leaves the building.
2. Teacher to stand in the doorway of the room, children instructed to shelter under their desk.
3. Await instructions.

***If outdoors:***

1. Move to an open space e.g. centre of oval, away from any possible falling debris.
2. Stay in safe area until instructed to move by Principal or Officer-in-Charge.

**Lock down**

The following signal will be used:

- A PA announcement. Code is “move swiftly into classrooms now.” Staff members outside will have message delivered to them.
1. If out of classroom, move quickly and calmly back into class.
  2. Turn off lights, close blinds and lock classroom door.
  3. Move children away from sight of classroom door window.
  4. Maintain calm and quiet within the classroom.
  5. Await instructions. Communication will be made via the classroom teacher’s mobile telephone where possible, or otherwise via PA.