

## EMERGENCY EVACUATION PLAN ASSEMBLY POINT – BAIN PARK



Should you become aware of a fire or other emergency in the school or grounds:

### **Notify principal and office staff immediately.**

- 1 The 'EVACUATE' (red) button will be sounded over the school speaker system. If an electrical fire occurs, a hand bell will ring continuously.
- 2 All children are to stop at once.
- 3 Teacher collects class roll and moves to the safest exit of their room.
- 4 Teacher maintains firm control. No talking, pushing or running (to avoid accidents). Close classroom door and/or windows if time allows.
- 5 If safe, everyone will proceed to Avondale Street through the nearest gate and walk to Bain Park via the safest crossing of Avondale Street.
- 6 If in the St Joseph's Hall, Library or any non-classroom building, proceed through the safest doorway. These classes do not need to collect roll. The school secretary will bring a folder containing all class lists, medical lists and roll details to the assembly point.
- 7 Any students in sickbay will be brought to the assembly area by the school secretary.
- 8 Teacher's aides or school principal will check toilets.
- 9 On arrival at assembly area in BAIN PARK –
  - Move to safe area
  - Students sit quietly and listen for their names
  - Teachers call roll quickly
- 10 Contact person in charge, reporting any absentees who may yet be in a building.
- 11 Teacher in charge of EMERGENCY EVACUATION will indicate when to return to classrooms.
- 12 These procedures and a map of emergency exits are to be prominently displayed in each classroom and areas of the school.
- 14 This plan will be practiced ONCE PER TERM.