

EMERGENCY PROCEDURE SUMMARY

182 Salamander Way, Salamander Bay, NSW 2317

ADMIN

WHAT TO DO IN AN EMERGENCY

- / Remove yourself and nearby occupants from immediate danger.
- / Turn off hazardous equipment, make a final check of the room and shut door.
- / Raise The Alarm, notify nearby staff member, and other classrooms.

Call EX 5911

SHELTER-IN-PLACE

Upon becoming aware of a storm or external emergency:

- / Move inside away from windows and items that may fall.
- / Remain inside and await further instruction from the Chief Warden.
- / Planned lessons may continue indoors where safe to do so.

Once the storm has passed or emergency situation is over.

- / Notify the Chief Warden of dangerous situations in your area.
- / If flooding has occurred, avoid pools of water.

EVACUATE

On hearing the evacuation tone
Whoop... Whoop... Whoop...
 or discovering an internal emergency or instructed to leave the building:

- / Turn off any equipment that may become a hazard if left unattended
- / Commence Evacuation via the nearest safe EXIT.
- / Make a final check of the room and shut the door.
- / Lead students to the **ASSEMBLY AREA**.
- / Account for your current class group and report any problems to the Communications Officer
- / Remain in control of your class group at the **ASSEMBLY AREA**. Do not re-enter building until advised by the Chief Warden or responding Emergency Services Personnel.

Wardens, **IF NOT IN THE ACT OF TEACHING**, report to the nearest Area Control Point

LOCKDOWN

Upon becoming aware of an external threatening incident to life or hearing the **Lockdown Music**:

- / Move inside to a secure area.
- / Lock all doors and windows, draw blinds and get down out of sight.
- / Direct students to sit on the floor together, prevent them from peering through windows or doors.
- / Give students reassurance to help students remain quiet and calm.
- / Wait for further instruction from a Warden.

