Evacuation in Case of Emergency
Evacuation Point: Netball Court P-6

Principal
Rosalie Moorfield
Task: Call an emergency and co-ordinate evacuation
Contact and Liaise with Emergency Services and Emergency Management, CFA, Police, Regional Office

School Support Officers
Co-ordination and Support

Teachers:
Accountability for students. Take classes to allocated evac area in a safe orderly manner (no bags) with class rolls (P-6)/ collect home group rolls from Faye when arriving at Evac site. Mark Roll and return to SSO staff. All staff check-in to SSO staff. Stay calm and reassure students

The Library
J. Evans and library staff: Ensure Signage is on doors and all library patrons are Relocated to Netball court with roll

Year: Prep-6
Relocated to Netball court with roll

Year: 7-12
Relocated to Netball court collect roll from Faye Archibald and SSO staff. Mark and return to Cheryl Cooper

Andrea Taylor
Responsible for ensuring all P-6 classes are safely evacuated. Closure of P-6 Campus and placement of Evacuation signs

Cheryl Cooper
Print Current home group rolls distribute to Staff Collect Evacuation Pack and inform Principal when all classes and students accounted for

Nikki Stocking
Collect cases back-up Ensure signage is on Admin

Raeleine Wicks
Collect bus rolls, and student details

Fay Archibald
Collect Rolls from teachers and give to Cheryl Cooper

Fiona Allan
Collect and relocate with first aid bags and information

Cheryl Miller
Ensure canteen is evacuated

Evacuation Signal will ring for 1 minute.
Announcement made.

Students assemble in home groups for roll marking.
Students remain in home groups until dismissed.