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 bought 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.