



Wallaroo Mines Primary School INVACUATION PLAN

Circumstances could arise whereby it would be safer for students and staff to remain indoors and keep people movement to an absolute minimum (e.g. toxic emission, snake, dangerous dog, severe storm, dangerous/threatening stranger)

An Invacuation situation will be signalled by 10 repeated short bursts on the siren (or verbal/phone contact with classrooms)

This will be practiced twice each year

PLAN A

If required to stay in class rooms

- ✦ Make contact with main building-informing students missing from classroom
- ✦ Lock doors and close blinds
- ✦ Turn off all lights, electrical appliances, including air conditioners
- ✦ Stay calm
- ✦ Stay until all clear messages are given.
- ✦ **Do not admit any stranger to the classroom.**

PLAN B

During break time when the Invacuation siren sounds,

All class teachers

- ✦ Move immediately to classrooms or close by building.
- ✦ Call the roll and inform the Front Office staff via phone or mobile phone.
- ✦ Lock outside doors and close blinds/curtains
- ✦ Turn off all lights, electrical appliances, including the air conditioners.
- ✦ Stay calm
- ✦ **Do not admit any stranger to the classroom.**

All Students

- ✦ Move immediately to classrooms or close by building
- ✦ Sit quietly and remain inside until the "All Clear" is notified
- ✦ Stay calm
- ✦ If separated from your class use other classroom or close by building.

Non-classroom based teachers or teachers released in main building.

- ✦ Lock outside doors and close blinds/curtains

- ✦ Check the toilets and corridors for students and move to the front office or closest building.
- ✦ Turn off all lights, electrical appliances, including the air conditioners
- ✦ Stay calm

SSO's & Front office staff

- ✦ Lock front/back double doors and library door
- ✦ Move to the Front Office and wait near a telephone
- ✦ Stay calm
- ✦ Answer the phones to check that all classes have reported their return to class
- ✦ Ring Canteen Staff -inform
- ✦ Inform the necessary Emergency Services
- ✦ Wait in the front office unless directed elsewhere by the Principal
- ✦ Check sign in for visitors

Adult Volunteers

- ✦ Move to close by building and inform the front office

The Principal or Teacher in Charge

- ✦ Check with the front office staff that all students are accounted for
- ✦ Decide who will search for missing students and/or if safe to do so and inform that person via the internal telephone system
- ✦ Coordinate actions with the necessary Emergency Services
- ✦ Decide, and then communicate, when the "All Clear" is given
- ✦ Lead an assembly to explain the situation as soon as it is safe and practicable to do so

The Principal (or nominated teacher in charge, if the Principal is absent) is the only person to declare that the situation is "All Clear"