



Emergency Procedures

Evacuation Procedures

The College follows emergency procedures developed in association with Dynamic Consultants which conform to the Australian Standard 3745.

Staff Responsibilities

1. On notification of an emergency all staff who are not in classes are to move immediately to the designated emergency assembly area (Reception at each campus).
2. Teachers/LSO's in classes
 1. Follow all directions of the Warden;
 2. Count all students in your room at the time;
 3. Arrange for the safe and orderly evacuation of the students to the emergency assembly area;
 4. Upon arrival at the assembly area count all students in your group;
 5. Report any discrepancies to the Communications Officer;
 6. Supervise your group until further directions are given.
3. Teachers and LSO's not in class
 1. Follow all directions of the Warden;
 2. Move directly to the assembly area (Reception at each campus).
4. Volunteers
 1. Any volunteers on site must move directly to the assembly area (Reception at each campus)

Lock Down Procedures

The College follows emergency procedures developed in association with Dynamic Consultants which conform to the Australian Standard 3745

Staff Responsibilities

1. On notification of an emergency (continuous ringing of the school bell) all staff who are not in class move immediately to the designated emergency assembly area (Reception at each campus, unless directed elsewhere)
2. Teachers/LSO's in class time
 1. Upon warning signal secure your classroom. Lock external doors, close blinds, turn off projectors, sound devices have students sit on the floor (in silence);
 2. Teachers not inside take your entire group back to your designated classroom. Secure this space;
 3. Count all students in your room at the time;
 4. Remain calm and await further instructions from the ECO.
3. Teachers and LSO's not in class during class time
 1. Upon warning signal secure your workspace. Lock external doors, close blinds, turn off projectors, sound devices.
4. Teachers during non-class time (recess/lunch etc)
 1. Upon warning signal Class/House Mentors move immediately to your Mentor Group. Once all students are present, secure the room. Lock external doors, close blinds, turn off projectors, sound devices have students sit on the floor (in silence);
 2. Mentor Group Teachers move to the staffroom. Secure this space;
5. Volunteers
 1. Upon warning signal secure your workspace. Lock external doors, close blinds, turn off projectors, sound devices.

Remain calm and await further instructions from the ECO