



# EVACUATION POLICY – INTERNAL FIRE

## In case of evacuation:

- The siren will be sounded 5 times in 5 second bursts

## Leadership to:

- Ring CFS / Police/ Ambulance
- Ring emergency bell & collect loudhailer
- Close all doors and windows
- Check by personal phone that all exit doors/windows are closed
- Move to evacuation area adjacent to cricket pitch
- Check that all staff, students and visitors are accounted for
- Advise staff when it is safe to return to normal activities

## Front Office Staff to:

- Ring siren 5 times in 5 second bursts when instructed
- Close all doors and windows
- Allocate SSO to check all toilets
- Ensure that children and visitors in Front Office/Staffroom/Toilet are moved to evacuation area adjacent to cricket pitch
- Take Student Personal Data folder, copy of class rolls, Visitor's and Spotless books to oval
- Ring siren for release at end of dangerous situation

## Teachers/SSOs to:

- Close doors and windows
- Access personal mobile phone if possible and roll book.
- Leave building by safe exit door and lead ordered line to cricket pitch on oval
- Sit children in class group and check attendance
- Await verbal permission from Leadership to move
- Return to normal classroom activities

CFS Littlehampton  
8391 2000  
CFS Mt Barker  
8391 1000  
Police Mt Barker  
8398 6900  
Ambulance Mt Barker  
8272 8822