



INVACUATION POLICY

In case of invacuation:

- The siren will sound continuously for 1 minute or more

Leadership to:

- Supervise
- Ring Preschool and OSHC to notify of Invacuation
- Lock all external doors and windows
- Check by personal phone that all exit doors/ windows are locked and that all children are present in classrooms
- Make contact with police/ emergency personnel as necessary
- Contact DECD

Front Office Staff to:

- Phone Emergency 000
- Ring siren when instructed
- Lock all doors and close/lock windows in admin building
- Check SSO rosters and visitors book and ensure all are accounted for
- Ensure that children and visitors in Front Office/Staffroom/Toilet are moved out of view of windows and kept calm

Teachers/SSOs to:

- Move students and classroom visitors out of view of windows and keep calm at sound of siren
- Lock doors, close/lock windows, turn off lights
- Inform office by phone if any children are missing (do not leave class to look for them)
- Access personal mobile phone if possible
- Ignore bells; await verbal permission from Leadership to move
- Return to normal classroom activities