Buln Buln Primary School Policies and Procedures

Adopted: Aug 2006

Review Date: November 2016
Reviewed and Amended: November 2015

Displan Policy

RATIONALE

To provide a safe environment for all, irrespective of a variety of emergencies which may occur.

Procedures:
- Confirm emergency
- Activate bell, notify office
- **Business Manager**
  - Acts as emergency controller
  - Clears office areas
  - Sick bay
  - Staff room
  - Dial 000 Facts – type, injuries
    - Location
  - Dial 8586 4200 Emergency Management Branch
  - Evacuate to basketball court with phone contact number
- **Principal**
  - Takes phone and contact numbers
  - Clears passage way
  - Staff toilets
  - Shuts back door
  - Clears Multi
    - Library/middle room/room 2
    - Student toilets
    - Sport shed
    - Cleaner store
  - Joins assembling classes for numbers check
  - Maintains contact with business manager
- **Class teachers**
  - Announce the evacuation
  - Assemble students with shoes on
  - Collect class roll
  - Walk students to cricket pitch via nearest steps
  - Turn off lights, heating/cooling and shut door
  - Assemble at cricket pitch and check roll
  - Report any discrepancy of numbers to principal
  - Await instructions
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- **Specialists**
  - Announce the evacuation
  - Assemble students with shoes on
  - Walk students to assemble at cricket pitch via nearest steps
  - Turn off lights, heating/cooling and shut door
  - Assemble at cricket pitch and check roll

- **Visitors**
  - Evacuate directly to cricket pitch

- **Await the ‘all clear’ from the emergency controller.**

**EVALUATION**

This Policy will be reviewed as part of the school’s review cycle.

**RESPONSIBILITY**

Principal, staff.