

# Prospect Primary School

## EVACUATION PROCEDURE

Continuous ringing of the siren-go to the Primary Oval

1. Give clear instructions to students
2. Line everyone up at the exit
3. Leave through emergency exit with roll book (if possible)
4. Assemble your class on the Primary Oval in single file
5. Call class roll and alert leadership to 'child missing or all present'

## SHELTER IN PLACE PROCEDURE

Short blasts of the siren for at least two minutes

1. Go or stay in nearest supervised classroom
  2. Stay in room and call roll quietly
  3. Sit quietly on the floor under tables
  4. DO NOT use internal phones however;
    - Be accessible to the phone as you will be contacted.
- Wait for the all clear siren- one long blast

### Yard Play- Recess/Lunch time

1. Go to the nearest 'Safety Zone Area'
2. Teacher on Duty will proceed to the nearest safety zone to supervise

### WHAT BELL IS WHAT?

|                  |             |
|------------------|-------------|
| Short blasts     | INVACUATION |
| Continuous Siren | EVACUATION  |
| One Long Blast   | ALL CLEAR   |

3 RINGS - INCLEMENT WEATHER- Students in classrooms

1 RING – Students out to play as weather has cleared

<J:\COMMON and policies\AA-Admin\EMERGENCY PROCEDURES !!!!!>

### **PBC (Lockdown)**

Precautionary Building  
Confinement Notified if  
Code Red or Code Yellow

### **Code Red**

(PBC Lockdown)

Danger outside

### **Code Yellow**

(Shelter in Place)

Fumes, stray dog, child,  
storm.

Safety Zone Area

Area where students  
invacuate during recess or  
lunch. Yellow sign displayed.

Ring Front Office on 10 if  
you have emergency  
information.