Prospect Primary School

EVACUATION PROCEDURES

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 allocated emergency exit
4. Assemble your class on the Primary Oval in single file
5. Access roll (electronically or hard copy)
6. Call class roll and alert leadership as 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. Lock doors, lights off & blinds down
3. Ensure you have a device to access MS Teams
4. Sit quietly on the floor under tables
5. Leadership will make contact via MS Teams of code status
6. Access roll (electronically or hard copy)
7. Call class roll and alert leadership via MS Teams original alert message as to 'child missing or all present'
   - Wait for the all-clear siren- one long blast and message via MS Teams

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
3. All teachers to go to nearest safety zone to assist

PBC (Lockdown)

Precautionary Building Confinement Notified if Code Red or Code Yellow

Code Red

PBC Lockdown: students remain under tables

Danger outside

Code Yellow

Shelter in Place: students come out from under tables and remain in room

Fumes, stray dog, child, storm.

Safety Zone Area

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

Teachers communicate via MS Teams

Code Purple

BOMB THREAT

Follow evacuation procedure

Maintain MS Teams contact

Students to be guided to oval or offsite

WHAT BELL IS WHAT?

Short blasts	SHELTER IN PLACE
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