

# 1. Mount Evelyn Primary School Emergency Response Procedures Summary

## On-Site Evacuation Procedure

When it is unsafe for students, staff and visitors to remain inside the school building the Incident Controller (Principal/Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000** and inform emergency services of the nature of the emergency.
- Evacuate students, staff and visitors out of the building to the gymnasium if this is the evacuation option.
- Take the student attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan.
- Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Contact parents if required (This will occur via Tiqbiz and/or via phone call).
- Maintain a record of actions/decisions undertaken and record the time.
- Confirm with emergency service personnel that it is safe to return to normal operations.

### **For Parents/Guardians**

For the security of all staff and students:

Students will **ONLY** be released into the care of their immediate parent or guardian

Express written permission is required from parents/guardians on the day of the incident for students to be released into another's care

Parents and guardians should assemble via the Clegg Road car park entrance, sign their child out and a staff member will bring children out. This decreases the risk of overcrowding and student anxiety.

## Off-Site Evacuation Procedure

Follow the procedure for on-site evacuation. If the Incident Controller determines the School is not the safest option, staff and students will be relocated to either St Marys Primary School or Oasis Youth Camp (to be determined by safest route at time of incident).

Parents will be notified of the new venue via Tiqbiz/phone call.

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Parents and guardians should calmly report to their child's teacher to collect and sign them out.