



Helensburgh Public School Emergency Evacuation Procedure

Warning Signal

HOOTER: "Whoop Whoop" sound for 30 sec to 1 min- **MOVE TO OVALS** in school fire situation.

HOOTER and announcement over PA system. **ENTIRE SCHOOL WALK TO CHARLES HARPER PARK** in bomb threat situation.

BELL: continued ringing of school bell (chimes) **MOVE TO HALL** in bushfire situation.

If an evacuation becomes necessary the following procedures should be followed:

1. Emergency signal

HOOTER

emergency "Woop Woop" sound for up to a minute. - **Move to BOTTOM OR TOP OVALS.**

HOOTER

emergency announcement over PA system- **WALK TO CHARLES HARPER PARK.**

BELL

continuous ringing of the school bell (chimes) - **MOVE TO HALL.**

2. In case of **FIRE**

- BOMB, BUSHFIRE** threat:
- Notify the office immediately
 - School Assistant/Principal to phone Fire Brigade (000) (112 mobile)
 - All teachers to close all doors and windows if possible (FIRE)(BUSHFIRE)**
 - ENTIRE school to evacuate to Charles Harper Park (BOMB)**
 - ENTIRE school to evacuate to hall (BUSHFIRE)**

3. Move students out by nearest safe exit. **Class list** to be taken.

- 1. Leave all belongings in case of fire.**
- 2. Take all belongings in case of bomb threat including food and drink.**
- 3. Take all belongings in case of bushfire to hall including food and drink.**

4. Classes assemble on assigned school oval, Charles Harper Park or in school hall - all rolls checked and students accounted for.

WHERE TO GO

or

TOP OVAL

O Block, P Block,
D Block, C Block

Bev (SAO)

Assistant Wardens – Meg S & Margaret

BOTTOM OVAL

B Block, A Block, G
Block, M Block, L
Block, Demountable
South, Library and
Canteen

Trish (SAM)

Assistant Wardens – Bronwyn & Jenny

5. Staff to check following areas are clear and lock doors once each room has been cleared:

- Administration (N Block) Mrs Clarke (SAO), Hall and Canteen - Principal
- Toilets and M Block classrooms
- A Block, G Block and Demountable South
- B Block
- C and D Blocks
- P and O Blocks



Teacher in this room LOCKS
– external doors &
checks/locks building toilets

6. Wait for all clear from Principal or emergency services personnel before returning to classes/ **PA Announcement/Emergency services all clear to return to classes.**

IF NO ALL CLEAR SITUATION PARENTS NOTIFIED by school SMS system/school Facebook page and/or by emergency services media announcement.