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| **Menai High School**  **Evacuation procedures** - **Building fire and bomb threat** |
| * Chief Warden decides on the need to evacuate, where possible in consultation with emergency services. * Appointed SAO to ring emergency evacuation bell * Teachers to evacuate in an orderly manner with all members of their classes via the shortest and safest route to the oval (assembly area 1), unless advised of an alternative evacuation assembly area. * Floor wardens to check that all classrooms, storerooms and toilets are clear in their designated area. * Office staff, canteen staff, IT staff, Teacher’s Aides and tradesmen or volunteers on site to evacuate to oval or alternative location when advised * Classes to line up in roll classes on the oval. * Rolls marked. Advise the Chief Warden of missing or extra students, if possible. * Head teachers to advise Chief Warden of any missing or extra staff, if possible. * SAM to advise Chief Warden of any missing or SAO staff, teacher’s aides, IT staff,   Tradesmen or volunteers on site, if possible.   * Chief Warden to then brief staff on emergency and await arrival of emergency services or take other appropriate action. * Chief Warden advises when to return to the school in consultation with emergency services. |
| Evacuation procedures - Bushfire threat |
| * Chief Warden decides on the need to evacuate, where possible in consultation with emergency services. * Appointed SAO to ring emergency evacuation bell * Teachers to evacuate in an orderly manner with all members of their classes via the shortest and safest route to the hall (assembly area 2), unless advised of an alternative evacuation assembly area. * Floor wardens to check that all classrooms, storerooms and toilets are clear in their designated area. * Office staff, canteen staff, IT staff, Teacher’s Aides and tradesmen or volunteers on site to evacuate to hall or alternative location when advised * Classes to line up in roll classes 1n the hall. * Rolls marked. Advise the Chief Warden of missing or extra students, if possible. * Head teachers to advise Chief Warden of any missing or extra staff, if possible. * SAM to advise Chief Warden of any missing or SAO staff, teacher’s aides, IT staff,   Tradesmen or volunteers on site, if possible.   * Chief Warden to then brief staff on emergency and await arrival of emergency services or take other appropriate action. * Chief Warden advises when to return to the school in consultation with emergency services. |
| Lock In procedures - Nuclear accident at ANSTO |
| * Chief Warden decides on the need to evacuate, where possible in consultation with emergency services. * Appointed SAO to ring emergency evacuation bell * Teachers to evacuate in an orderly manner with all members of their classes via the shortest and safest route to C block (assembly area 3), unless advised of an alternative evacuation assembly area. * Floor wardens to check that all classrooms, storerooms and toilets are clear in their designated area. * Office staff, canteen staff, IT staff, Teacher’s Aides and tradesmen or volunteers on site to evacuate to C block or alternative location when advised * Classes to move to designated places for roll call. * Rolls marked. Advise the Chief Warden of missing or extra students, if possible. * Head teachers to advise Chief Warden of any missing or extra staff, if possible. * SAM to advise Chief Warden of any missing or SAO staff, teacher’s aides, IT staff,   Tradesmen or volunteers on site, if possible.   * Chief Warden to then brief staff on emergency and await arrival of emergency services or take other appropriate action. * Chief Warden advises when to return to the school in consultation with emergency services. |