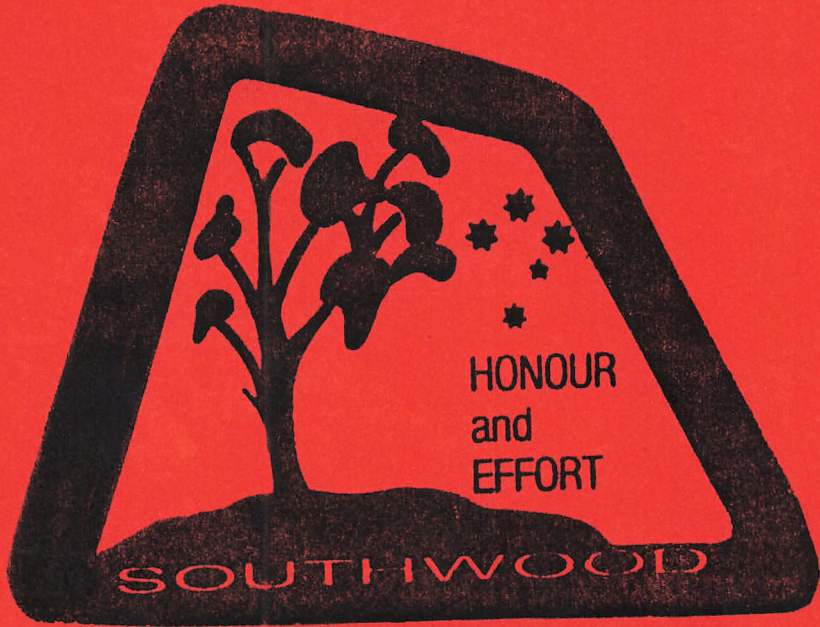


11649
NW17 02-05-03
box 2



EVACUATION

PROCEDURE

Room No...5...

EVACUATION PROCEDURE.

TELEPHONE NUMBERS:

FIRE BRIGADE	- 11-441
POLICE	- 11-444
HOSPITAL (BOX HILL)	- 890-0211
AMBULANCE	- 662-2533
REGION - DISPLAN	- 870-0592
COUNTER DISASTER TEAM	- 288-9311
MINISTRY OF EDUCATION SECURITY	- 288-9311

- - - - -

A L A R M: CONTINUOUS RINGING OF SCHOOL FIRE ALARM

OR

CONTINUOUS SOUNDING OF HOOTER OR WHISTLE BLASTS.

Class roll to be taken and children to be quickly lined up and taken from classroom via specified exit door. (Note YOUR class exit point and alternatives, on accompanying plan).

AVOID PANIC.

EXIT DOORS AND ASSEMBLY AREAS:

Rooms 1, 2, 3 and 4	Door to Breezeway	(1)	
	Alternative Door	(2)	
Rooms 7, 8, 10	Door	(4)	
	Alternative Door	(5)	
Rooms 5 and 6	Door	(2)	
	Alternative Door	(3)	(Through Art Room)
Art Room	Door	(3)	(Courtyard)
	Alternative Door	(2)	
Room 9 and Library	Door	(5)	
	Alternative Door	(4)	
Alexander Hall	Front Door	(7)	
	Alternative Door	(8)	

METHOD OF EVACUATION.

- * Command - move immediately - do not collect any items.
- * Count heads (if possible).

1. In twos.
2. Move at a steady walking pace. Under no circumstances allow any child to run.

3. Assist any disabled children.
4. Proceed to grassed area on South side of school, between teachers' car park and netball court.
5. Keep well clear of burning area if fire emergency. If unable to use your designated Exit point, use alternative Exit point or nearest, safest aperture (e.g., windows if necessary).

TEACHERS.

On leaving room:

1. Close all windows.
2. Turn off electrical switches and points.
3. Collect roll.
4. Move to Assembly area.
5. Call roll so that all pupils in your class are accounted for.
6. Await instructions for return/dispersal of children.

Children who are in specialists' areas at the time of emergency will be evacuated by the specialist. Collect your roll and proceed to Assembly area to take charge of the grade and call the roll. Specialists then report to the Principal for further duties.

NOTE: * Report immediately to the Principal if any child is missing.

* Each grade teacher must check to see that every child is out of the classroom and passageways.

TEACHERS IN CHARGE OF GRADE GROUPS ARE:

Infant - Band 2 Rooms 1, 2, 3, 4: Infant Store Room, Girls' Toilets

Middle - Band 2 Rooms 5, 6, 7: Female Staff Toilet

Senior - Band 2 Rooms 8, 9, 10: Sports Store Room

Librarian Library.

Art Teacher Art Room, Dark Room, Western half of school building from office.

Band 3 Teacher (i) Male Staff Toilet, Sick Bay, Staff Room, Cleaners Store, Boys' Toilets.

Band 3 Teacher (ii) Eastern half of school building from office.

RETURN TO ROOMS:

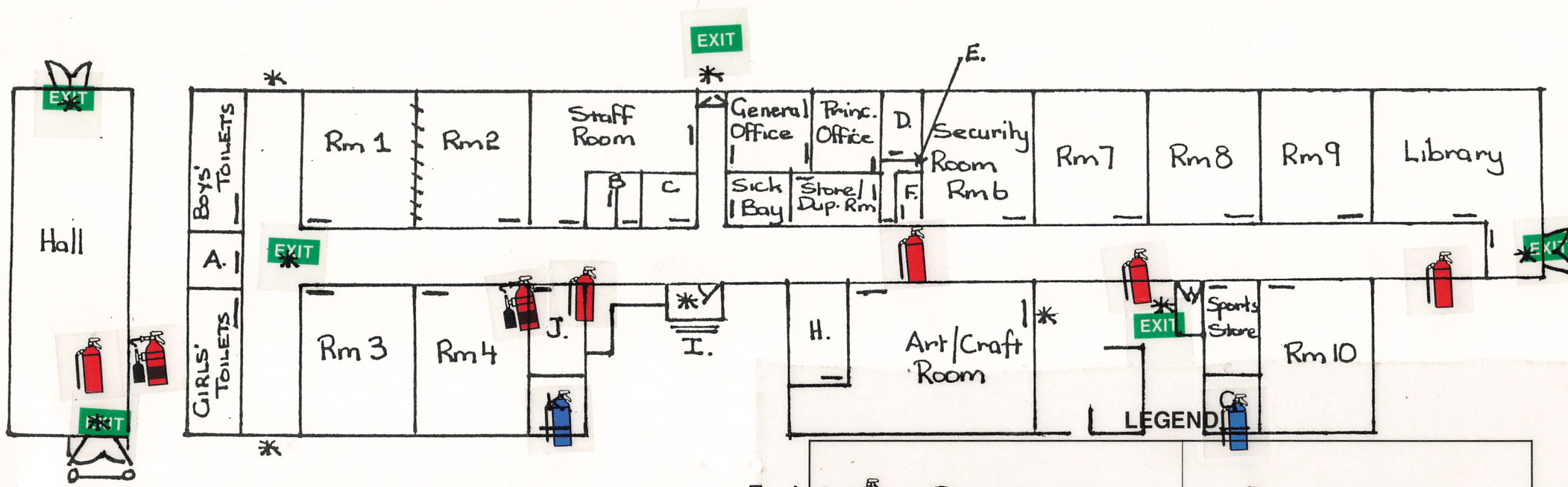
* One sustained sounding of bell, hooter or whistle will signal that it is safe to return to the building.

* Teachers are to report to the Principal that each child is present and accounted for.



Southwood Primary School

FIRE PREVENTION EMERGENCY PROCEDURE FLOOR PLAN

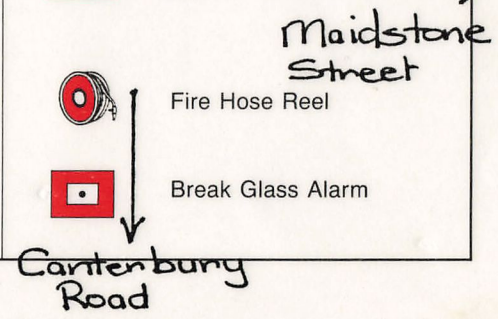


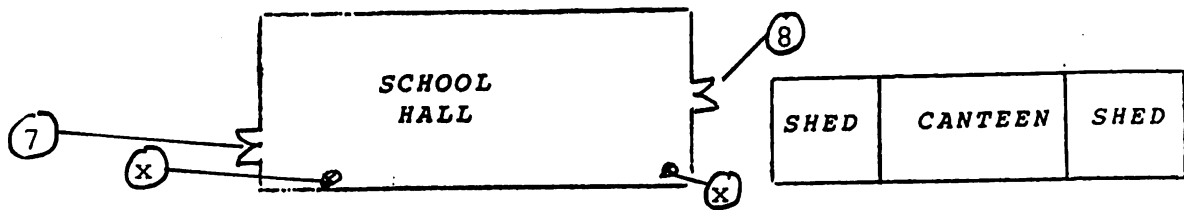
- A. Cleaner's Store Room
- B. Staff Toilet - Female
- C. Staff/Disabled Toilet - Male
- D. Vice-Principal's Office
- E. School's Bell/Audio System
- F. Shower
- G. Boiler Room
- H. Dark Room
- I. School Main Entrance

- J. Interview Room
- K. Boiler Room
- * Exit Doors

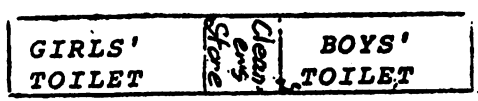
LEGEND

- Dry Chemical Powder Extinguisher
- Exit
- Foam Extinguisher
- Carbon Dioxide CO² Extinguisher
- Break Glass Alarm
- BCF Extinguisher

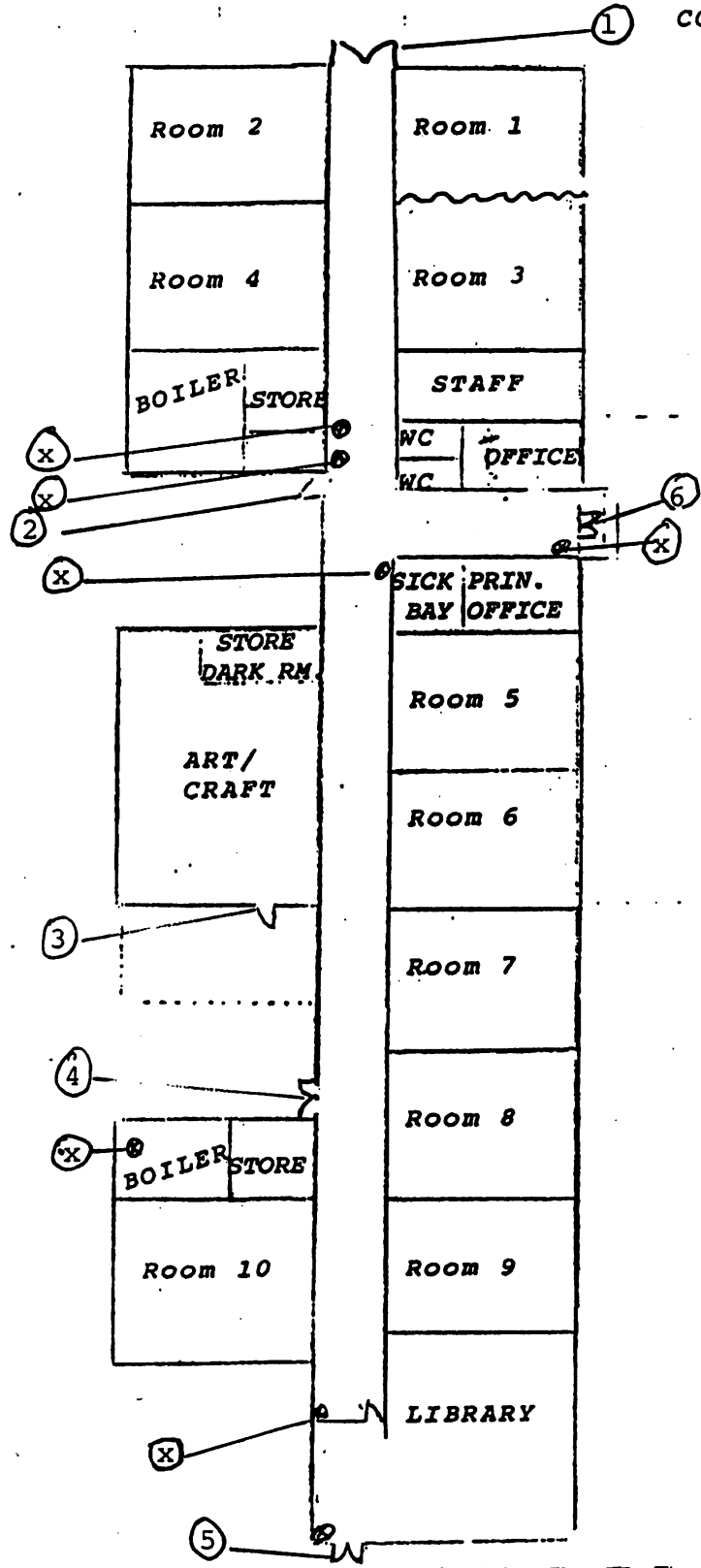
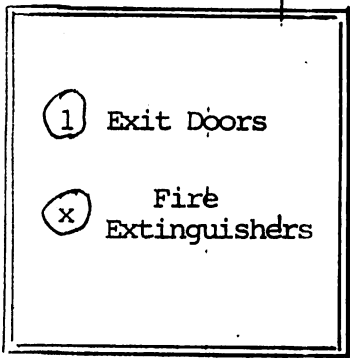




NETBALL COURT



NETBALL COURT



CAR PARK

ADVENTURE PLAYGROUND

SCHOOL PLAN.

MAIDSTONE STREET