LOCKDOWN / EVACUATION PROCEDURE

At Coober Pedy area School, we aim to ensure the safety of all students and staff with clear, easy-to-follow procedures during emergency situations which require lockdown or evacuation.

Lockdown signal is three short blasts of the siren followed by an announcement

Evacuation signal is 3 long blasts of the siren/bell followed by a relevant PA announcement

Students: Remain quiet and follow Staff instructions

Teaching Staff: If outdoors, gather students and move to the nearest safe space

- Lock all doors, windows, close blinds, turn off lights and silence devices
- Stay low, quiet and away from windows
- Do not leave the room or open doors unless instructed (i.e. as per the PA announcement for the emergency situation)
- Check the roll to account for all your students
- Ensure your mobile phone is with you, but do not use it to ring in or out.
- If lines are down, we may need to contact you via your mobile phone
- Office Staff/Leadership will contact each class to check you and your student's welfare and inform of any further instructions required. Please ensure the teacher answers the phone
- During lockdown, stay inside your room and wait for the all-clear announcement and then account for all students and staff

Ancillary Staff: Proceed to nearest classroom where you will be accounted for

Principal: Alert authorities if necessary

- Collect attendance from Office staff

Deputy Principal: Check on Pre School and assist if needed

Admin: Sound the alarm when notified

- Lock front and internal admin doors and move away from sight to Principals Office.
- Print staff list from Day Map so staff can check off people against it as required
- Record attendance and report any unaccounted students and adults to the Principal
- Check staff toilets and sick room for any students
- Check Gym

Wardens: If not teaching and safe to do so**, c**heck toilets

EMERGENCY PROCEDURE FLOWCHART

