

SAFETY PLAN

Incident Management Team (IMT)

Warden: Principal
Support Warden: Deputy Principal
Assembly Point Warden: CRT Release Teacher
Area Wardens: Team Leaders / Office staff

EMERGENCIES: 111

NON- EMERGENCIES: 09 431.4385

CO-ORDINATOR: PRINCIPAL 027-379-8886

LISTEN TO INTERCOM FOR MESSAGE



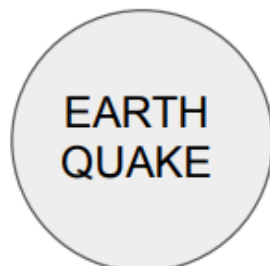
EVACUATION PROCEDURES

Move to the nearest exit away from danger. Proceed to the

Assembly Area: Back Courts

In the event of Shelter-in Place:
Close all classroom and office doors.
Stay low and out of sight.
Remain calm and await further instructions

Holding Area: Gym for Violence



Keep calm.
Move away from windows, equipment and shelves that may fall. Take cover under solid furniture such as tables and desks.

When the shaking stops:
Keep calm and help those that need assistance.
Teacher to turn off all electrical sources.
Wait for orders from your teacher.

If you need to evacuate or the fire alarm sounds:
Use evacuation procedures to leave the building.
Keep together and meet at the assembly area



If you discover a fire:
Activate continuous bell and dial 111. Alert people in your area and the teacher.

Do not extinguish the fire unless there is no personal danger to you or anyone else. If time permits and there is no danger, close all doors and windows. After evacuation meet at the assembly point in classes.

If you hear a continuous bell: Walk quickly to your nearest exit. Do not stop to take personal items with you. Meet at the assembly area on the court area and report to teacher. Complete roll.



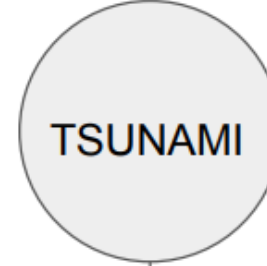
Two long rings on bell
Listen to intercom
ABIDE
(not sequential)
Alert police 1-1-1
Barricade - lockdown
Inform - use cell phone to inform others
Defend - attack the offender (last resort)
Escape - Get out and run (Distance between you and the offender) If shooter in front then out back over field and vice versa.

B and E are not necessarily in order - follow intercom / Phone instructions.



Dial 111
If a caller remember as many details as possible.
If suspicious item identified - do not touch. Notify office or someone from IMT.

Follow procedures as for a fire.



The bell will ring in short bursts.
Assemble at road edge (Year 7/ 8's at bridge end)
Children directed to cross Move quickly to high ground opposite Black Swamp Rd.

Area Checks
Office - toilets, staff room, board rooms, sickbay
Team Leaders - area toilets, cloak bays, resource areas
Financial Secretary - Gym, Music
Snr Team Leader - Library