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

2. In case of Fire:
   a] Notify the office immediately
   b] School Assistant/Principal to phone Fire Brigade (000) (112 mobile)
   c] All teachers to close all doors and windows if possible

3. Move students out by nearest safe exit. Class list to be taken. Leave all belongings.

4. Classes assemble on assigned school oval - all rolls checked and students accounted for.

5. Staff to check following areas are clear and lock doors once each room has been cleared:
   - Administration (N Block) Mrs Clarke, Hall and Canteen - Principal
   - Toilets and M classrooms - Teacher room (4L 2012) Mrs Lawless
   - A Block, G Block and South Demountables - Teacher (3S 2012) Mrs Sida
   - B Block and Demountable East - Teacher (1/2K 2012) Mrs King
   - C and D Blocks - Teacher (KF 2012) Ms Dowling
   - P and O Blocks - Teacher (5/6 C 2012) Mr Campbell

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