



FROM DEPUTY HEADMASTER/HEAD OF STANMORE

Summary of **Evacuation** Procedures

15 January 2019

- The signal to **stop work** for an emergency evacuation is a **continuous ringing of the siren** with 'Evacuate Now' message.
- When the alarm sounds, staff, visitors and contractors **must evacuate to the Johnson Oval**.

Mentors will explain the following information to their mentor groups:

1. When the alarm sounds, all classes must **STOP WORK, STAND** and **EVACUATE** immediately to the **Johnson Oval** under the supervision of their teacher. **There are NO EXCEPTIONS.**
2. The **alternatives to Johnson Oval** are:
 - i. Cambridge Street, Wyvern Campus
 - ii Maundrell Park on Stanmore Road, Petersham.

*If either of these options is necessary the Chief Warden will announce the chosen destination over the PA system or as students come past the Johnson Oval.
3. Students are to exit rooms quietly (walking, NOT running) and in an orderly fashion leaving books, etc., behind.
4. Once on Johnson Oval, students will move to their Allocated House Area to line up alphabetically in Year Levels (e.g. Manton Year 9).

*Year 7 will gather separately as a Year group and line up in Mentor Groups as directed.
5. Mentors Mark the Roll of the House/Year group (e.g. Manton Year 9)
6. Heads of House will reconcile lists against absentee list collected from EFO. Heads of House will bring reconciled list to EFO and together with the Deputy Chief Warden parents will be contacted of students not accounted for.
7. Disabled students may need to be given special assistance according to the PEEP.
8. The Chief Warden will manage the evacuation of students in sickbay (With College Nurse)/office area and visitors to the Staff Area on Johnson Oval.
9. **Area Wardens and Wardens** will ensure that their allocated area is **completely cleared of people**. This clearing will include all rooms, including classrooms, music practice rooms, washrooms, offices, etc.
10. All staff to have the number of the Chief Warden and Reserve Chief Wardens in their mobile phone contacts list;

Chief Warden: David Roberts 0403 025 667.

Deputy Chief Wardens: Andy Quinane 0408 492 921 and Trent Driver 0402 715 888.