**TALLONG PUBLIC SCHOOL**

**EMERGENCY ACTION IN SEQUENCE**

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| **External**  **School Administration Manager**   1. Ring 000 and School Response Unit on 1300 363 778 and direct them to attend the site. 2. Pick up emergency contact list. 3. Check that no children are left in sick bay, office area, staff room and toilet. 4. Report to Principal at COLA. | **Lockdown**  **School Administration Manager**   1. Lock front door and check back is locked. 2. Check sick bay, office, staff room and toilet if necessary. 3. Ring 000 and liaise with Emergency Services. 4. Ring School Response Unit 1300 363 778. 5. Where lockdown lasts over an extended period of time or extends beyond normal school hours, notify parents via phone and with the assistance of local police. |
| **Principal**  Send a School Leader to ring bell continuously.  Ring SAM (10) and Library (13)  **Teachers**   1. Take class role and mobile. 2. If time, turn off gas, electrical switches and shut all windows and doors. 3. Insist on orderly movement. Stay calm ~ DON’T PANIC. 4. Move children to the COLA and arrange in assembly lines. If emergency is a bushfire, move to toilet block rather than COLA. 5. Roll call and make sure staff and/or visiting adults are present and arrange children into family groups.   **Assembly Area**  COLA at front of school  **Warning Signal**  Ringing of bell for prolonged period. | **Principal**   1. Blow whistle 3 long blows. 2. Lock front doors, all classroom doors and windows. Pull down blinds. 3. Stay calm ~ DON’T PANIC. 4. Move students out of line of sight of doors and windows. 5. Ring teachers and SAM. 6. DO NOT SENT ANY CHILD OUTSIDE FOR ANY REASON. 7. Mark class rolls.   **Assembly Areas**  Stay in Classroom  **Warning Signal**  3 long whistle blows or phone contact by Principal or teachers |