

KOGARAH HIGH SCHOOL

PROCEDURES FOR EMERGENCY EVACUATION FOR STAFF

SIGNAL

Five short bells will ring

EVACUATION

When Alarm Sounds all students must leave room under **teacher supervision**.
Teacher will supervise students at all times.

- Students next to windows – shut them where feasible.
- Teacher **escort** class to marshalling area (school oval).
- Take all bags and books.
- Leave doors open.
- Use nearest stairway giving direct external exit.
- Persons with physical disabilities or injuries which impact on their mobility are to proceed to Science (Block 3) vehicle entrance or to a location determined by Principal.

At Assembly Point- school oval

- Students sit quietly in English class lines – starting with IEC at Gladstone Street end, then 7-12. Support Unit will assemble in front of loud speaker. (Fence on Victor Street has positions marked).
- Year Advisers collect Rolls and teacher bibs from Administrative Staff. Year Advisers remain in charge of Year Groups.
- Mark the roll once your group is sitting down.
- Once roll has been marked, Year Advisers take Rolls to Administrative Staff for checking against absentee sheet.
- All teachers remain with allocated students.
- Wait for instructions.

SPECIAL DUTIES

Executive

Principal or delegate will ring Emergency Service

- Senior Executive to take mobile phone
- DP (R Tindale) in charge of assembly
- DP (N Hale) – monitors casual teachers and visitors; HT IEC – casual teachers

Administration Staff

- Take evacuation folder with daily absentee sheet, assembly items and medical kit.
- Science SAO takes chemical register and flags
- Library SAO assists Science SAO

Floor Wardens

- Monitor evacuation paths from block.
- Wear appropriate vest.
- Check rooms.
- Open locked doors, store rooms, if possible.
- Leave all doors open.

Traffic Wardens

- John Quinnell (Regent and Gladstone Street entrance)
- Desnee Butler (Railway Parade entrance)

BUILDING SUPERVISION

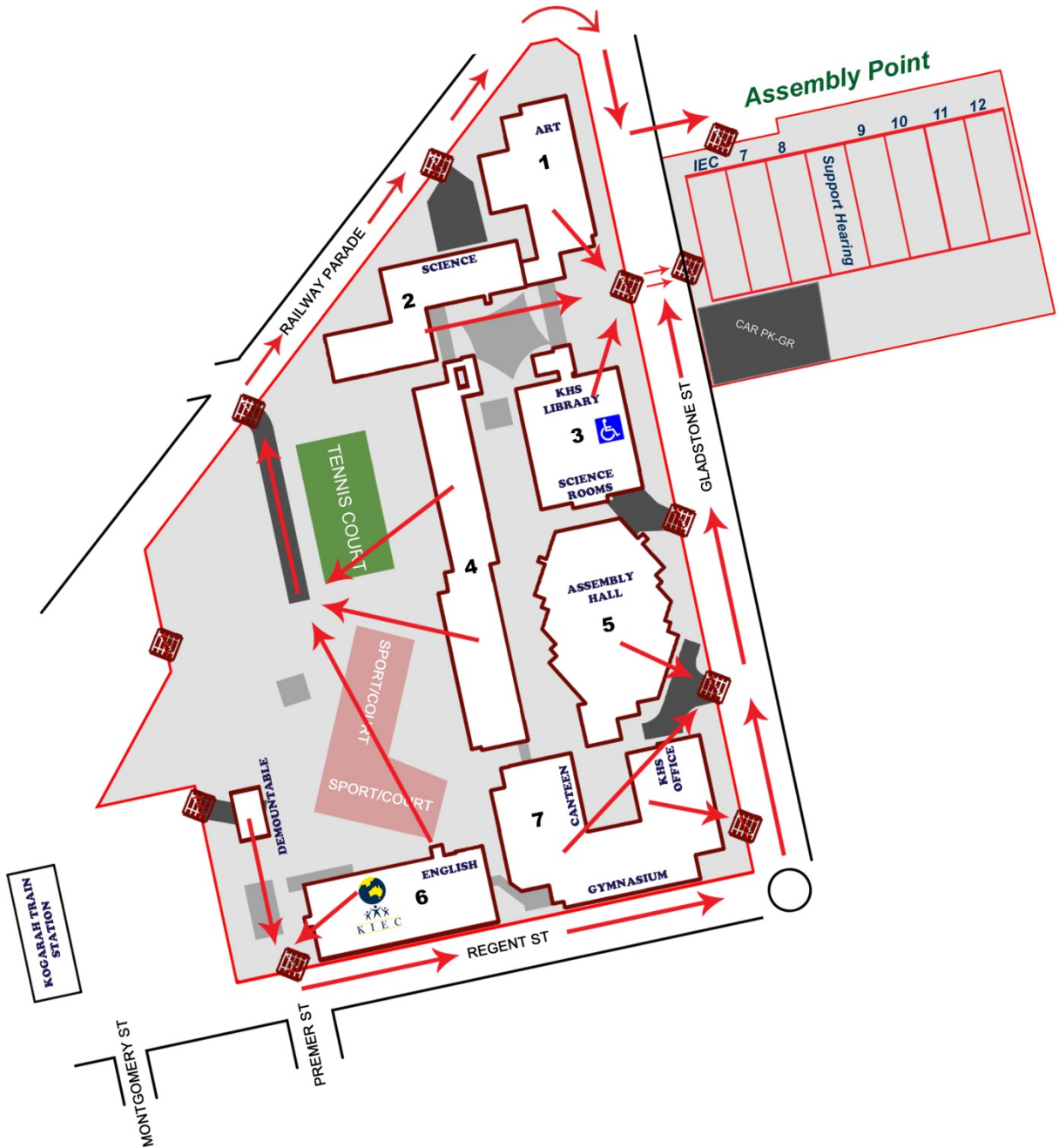
Deputy Principal (N Hale)	Administration block, including toilets, and block 5
CAPA HT	Block 1 - all rooms
Social Science HT	Block 2 - top floor and science labs
Science HT	Block 3 - science Labs and library
Support Unit HT	Block 4 - support unit rooms, computer rooms, room 4.G.18, toilets
TAS/Comp/Admin HT	Block 4 - textile, PD rooms and food labs
Welfare DP	Block 5 - hall
English HT	Block 6 - middle floor and demountable
IEC HT	Block 6 - top floor and ground floor
Maths HT	Block 7 - maths rooms and canteen
PE HT	Block 7 - gym and change rooms

TO ENSURE THAT NO-ONE ENTERS THE SCHOOL BUILDINGS, staff will be stationed at:

RAILWAY PARADE MAIN VEHICLE ENTRANCE	GAs (Will unlock gate and assist with evacuation equipment.)
GLADSTONE STREET MAIN VEHICLE ENTRANCE	DP Welfare (Will unlock gate.)
SCIENCE (BLOCK 3) ENTRANCE	HT Science (Will unlock gate.)
REGENT STREET ENTRANCE	HT IEC (Will unlock gate)



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Emergency Evacuation