

Florey Primary/Preschool

Fire Drill and Evacuation Procedures

These procedures have been drawn up in consultation with the ACT Fire Brigade and have been designed to suit the unique design of Florey Primary School.

Alarm System

There are two types of alarm systems controlled electrically. The first is the **ALERT SIGNAL** which is a continuous “bleep, bleep” and this indicates that there is trouble somewhere in the building and that an evacuation might be necessary. You should prepare to evacuate by waiting for the evacuation signal or further instructions. **Front office staff to notify Units 5 and 6. (Neumann and Summerville)**

The second signal is the **EVACUATION SIGNAL**, which is a continuous “yelping” and all staff, students and parents etc should immediately leave the building and go directly to the designated assembly point on the hill slope above the oval or Medical Centre shelter if raining.

Evacuation Procedures

Owing to our unique design we have been advised that a whole-school evacuation is highly unlikely. However, in the event of either a whole-school evacuation or an evacuation of a Unit or zone the following steps should be followed:

1. Evacuate when you hear the continuous “yelping”.
2. Collect rolls but do not take bags and equipment. (Be sure to leave your roll in a readily accessible place for relief teachers or internal relief staff. It is suggested that it be kept in the top drawer of the classroom desk).
3. Exit using double doors off classrooms, withdrawal or practical room. Keep your class together and if possible close doors and windows.
4. If your class is not in your normal room do not return but proceed, using the boundary, to the assembly point (slope above the oval) or Medical Centre shelter if raining.
5. Assign teachers to check extra rooms in your Unit.
6. When at assembly point check children off your roll. Executive and Admin staff will have a master class list.
7. Immediately report to the Principal at the assembly point, informing them of your class situation.
8. Return to Units only when the all clear is given either by the Principal or the Fire Brigade.

Assembly Point

At the time of the evacuation signal you should proceed with your class to the hill slope above the oval. Teachers who are not with their class should go directly to the assembly point.

Room at Alarm Time

Administration Block
Canteen
Library/Computer Lab/Hall
Units 1, 2, 3 & 4
Transportables – Units 5 & 6

Notes

Hill slope above oval
Hill slope above oval
Hill slope above oval
Hill slope above oval
Hill slope above oval

Extra information

EALD Team
BSO
Business Manager
Office Staff
Office Staff
DP/Exec Teachers

Toilets near Units 2 & 3
Check Canteen, Hall & Hall Toilets
Admin Building
Evacuation basket
Communications Officer
Check on successful evacuation – report to Principal