

# STRADBROKE SCHOOL EMERGENCY PROCEDURES

## EVACUATION – ON-SITE

Internal Fire  
Bomb threat/Hoax  
Noxious Gas escape

**SIREN:** Series of short blasts

### PROCEDURE

1. Collect Roll Book.
2. Move as quickly as possible through the nearest exit.
3. Move to the oval.
4. Check that all students are present.
5. Send one child to the 'Yellow Hat' located on the steps of Rehn Hall.
6. Wait for further instructions.

### REMEMBER

Be familiar with the emergency evacuation escape route for your class

## EVACUATION – OFF-SITE

Creek Flood

**SIREN:** Series of short blasts followed by an announcement to go off site

### PROCEDURE:

1. Collect Roll Book.
2. Move as quickly as possible through the nearest exit.
3. Move to Rostrevor Tennis Club and assemble on the courts.
4. Check that all students are present.
5. Send one child to the 'Yellow Hat' located at the front of the centre court.
6. Wait for further instructions.

### REMEMBER

Be familiar with the emergency escape route for going off site

## INVACUATION - SHELTER IN PLACE

External Fire  
Chemical Spill  
Bush Fire

**SIREN:** Continuous blast followed by an announcement to stay inside your building

### PROCEDURE:

1. If outside, move to the nearest building.
2. Check all students are present.
3. Instruct all students and visitors to remain inside the building.
4. Wait for further instructions.

### REMEMBER

It is safe to move around your building as the threat or danger is external to your location

## INVACUATION – PRECAUTIONARY BUILDING CONFINEMENT

Extreme Violent Threat

**SIREN:** Continuous blast followed by the announcement "LOCK DOWN"

### PROCEDURE:

1. If outside, move to the nearest building.
2. Stay down on the floor and away from windows.
3. Turn off lights and close blinds (if available).
4. Check all students are present.
5. If possible, call front office to inform of students who are not present and of any visitors in your room.
6. Wait for further instructions.

### REMEMBER

All instructions will be preceded by the explicit phrase 'LOCK DOWN'