



# EVACUATION PLAN



IN THE EVENT OF A THREAT TO THE SAFETY OF STUDENTS/STAFF WITHIN ANY OF THE SCHOOL BUILDINGS AT SYLVIA PARK SCHOOL, THE SCHOOL EVACUATION ALARM WILL BE ACTIVATED

UPON HEARING THE **EVACUATION ALARM (CONTINUOUS RINGING OF THE BELL FOLLOWED BY A CONTINUOUS VOICE OVER TELLING THE SCHOOL TO EVACUATE)** - EVACUATE ALL SCHOOL BUILDINGS IMMEDIATELY IN AN ORDERLY MANNER - **PHONE 111**

STAFF TO ACCOMPANY GROUP OF STUDENTS THEY HAVE AT THAT TIME TO THE EVACUATION ASSEMBLY AREA

ASSEMBLE AT THE **SAVAGE PARK**

STUDENTS TO SIT IN ORDERLY LINES BY CLASS FACING AWAY FROM THE SCHOOL AND TEACHERS TO CALL THE ROLL

TEACHERS TO REPORT THE STUDENTS ACCOUNTED/UNACCOUNTED FOR TO A DESIGNATED STAFF MEMBER

A DESIGNATED PERSON TO COLLECT VISTAB REGISTER AND TAKE TO EVACUATION ASSEMBLY AREA - CONFIRMING ALL VISITORS ON-SITE ARE PRESENT

A DESIGNATED PERSON SHALL MEET EMERGENCY SERVICES AT THE FRONT OF THE SCHOOL

**BE PREPARED TO MOVE TO AN ALTERNATE EVACUATION ASSEMBLY AREA IF DIRECTED BY THE PRINCIPAL OR A MEMBER OF THE SENIOR LEADERSHIP TEAM OR EMERGENCY SERVICES**