



Lihir International Primary School Emergency Procedures

Evacuation Plan

Aim: To ensure the safe and efficient evacuation of the school in the event of a threat or disaster

Implementation

- These procedures are binding on all persons on site at the time of an emergency
- Teachers have direct responsibility for the students in their care
- All staff are expected to follow emergency procedures, inform the principal of any issues, ensure all students are supervised and their individual needs addressed.
- Visitors and contractors are to follow the emergency procedures as directed by the principal.
- Staff is responsible to be familiar with all emergency procedures.
- Emergency procedures will be practiced and evaluated at least twice a year.
- In any emergency the principal is responsible for all actions to manage the emergency.
- In the principal's absence the pre-nominated site manager (David) is to assume responsibility.

Emergency Evacuation Plan

- On the alarm - continuous siren, bell or whistle, all staff and students will immediately move in an orderly manner to the muster area by the shortest safe route.
- Front office staff will alert emergency services calling **9865555**
- On exit of buildings close doors and windows but do not lock them.
- Staff will take their class list with them and call the roll to identify if anyone is missing.
- Rose will take a "Master List" of all classes
- Students will not take any possessions with them.
- Removal of students from the danger area is the primary responsibility
- If deemed necessary, all staff and students will be instructed to move immediately in an orderly manner to the Town Oval by the designated safe route. Common sense must prevail in route choice.

Staff members are responsible to check the following areas and perform tasks allocated to them.

Admin, Phone First Aid Kit (Rose)	Canteen (Jenny P)	Groundsman's Storeroom (M. Les)
Library (Anastasia)	Play Area (Ruth)	Senior Block (David / Jenny T)
Music Room (Philippa)	Junior Block (Donna / Chantelle)	Kindy Block (Sonia/Clementa)
Toilets (Dorothy / Veronica)	Cleaners Storerooms (Cleaners)	Staff Toilets (Rose)

Back up checks for absent staff will be conducted by the principal who will bring school keys and mobile phone

- Teachers will ensure that children wait in the designated assembly areas
- Teachers are to account for any volunteers working with them
- Principal will identify any missing staff
- Principal will have a complete set of class lists and a staff list to record absences
- The Principal is to initiate a search for any missing people by sending two teachers
- The Principal is to seek advice from Emergency Support Officers (986 5555)
- All staff and students will remain in the muster area until the Principal signals stand down
- No one is to attempt to re-enter a building or to leave the evacuation safe area unless instructed to do so
- **Principal will hand responsibility to the Newcrest Emergency Response Team when instructed**