EVACUATION PROCEDURES 2025

EVACUATION FROM THE ENTIRE SCHOOL BUILDINGS

1. If your room/area is requiring an emergency - contact the general office (**Dial 5100 or 03 9743 9211** or send two students to the general office). Please advise the nature of the emergency, location, who is involved currently & action being taken.
2. If told to evacuate by a Warden, the Chief Warden or Emergency Services (e.g. In person, over the public address system)
3. Upon alarm - evacuate all from the immediate area.
4. Warn classes in the immediate vicinity.
5. Evacuate the building heading towards the Emergency Assembly Area - follow outside perimeter of buildings or safest route.

EMERGENCY ANNOUNCEMENT/ALARM for 2025

Announcement:
"Evacuate, Evacuate, Evacuate! Please evacuate all rooms and move in an orderly manner to your evacuation location in the HARDCOURTS". If Hardcourts court unsafe then the school Oval…….*Currently SYNTHETIC SPORTS PITCH unavailable*….

1. Continuous sounding of the siren & announcement
2. Continuous ringing of hand bells/whistles if the electricity has failed

ON HEARING THE SIGNAL – CAN ALL STAFF PLEASE:

a. Ask class to stop - listen carefully to announcements.
b. Announcements will be made regarding where the Emergency Assembly Area of everyone will be –SYNTHETIC SPORTS PITCH (primary), HARDCOURT (secondary, if synthetic sports pitch unavailable) or KURUNJANG PRIMARY SCHOOL OVAL (offsite).
c. Use your class rolls - check student numbers in class, absent and temporarily absent.
d. Close windows and doors
e. Turn off all power, light switches and gas controls.
f. Leave books/personal belongings and walk briskly in a calm, orderly manner to the instructed Emergency Assembly Area
g. If any students panic and/or disobey instructions by leaving the group, do not follow them but report their absence to the relevant coordinator at the designated Emergency Assembly Area
h. Once outside the building, keep your group together and proceed to the Emergency Assembly Area. Please walk around the outside perimeter or safest route to the Emergency Assembly Area.
i. Students line up in Home Group order within their House, sit down and wait for their Home Group/Assigned teacher to mark the roll.

INCIDENT MANAGEMENT TEAM

Aylin Gokmen	**Chief Warden/Education Commander** – be responsible for the decision regarding the type of response (lockdown, shelter in place, evacuate) attend the emergency control point, is in control of overall management of emergency situation and provide leadership to the situation
Christopher Ronalds	**Communications Officer** – attend the emergency control point, control all media internal and external information management, COMPASS notifications to parents and staff *before and after*, notify Kurunjang Primary School, provide instructions to staff and students at the emergency control point
Melanie Hayward	**Operations Officer** – attend the emergency control point, control the movement of people at the emergency control point, student care/ensuring adherence to school protocols and procedures,
Kelsey Ryan	**Logistics Officer** – attend the emergency control point, wardens report to the logistics officer advising of areas cleared, ensures all warden areas are covered, student coordinators & daily organiser reports to the logistics officer who takes appropriate action for unaccounted persons
Vicki Grandison	**Planning Officer** – reports emergency to 000 and DET emergency management, attend the emergency services access point, unlock gates if required, collects and evaluates information related to development of incident/status of resources

Dominic Snape – to cover absent Incident Management Team members

WARDEN DUTIES

1. Staff & CRT's without a Home Group or allocated roles are to report to the Logistics Officer at the allocated Emergency Assembly Area space and complete Warden duties as directed.
2. Please ensure all students and staff have vacated the area you are responsible for.
3. Close all doors as you leave each room.
4. After completing your checks please proceed quickly to the emergency control point , then find and report area clear to Logistics Officer

WARDEN AREAS

As a Warden you may be required to assist in clearing or restricting access to one of the areas, copies of area breakdown and duty cards for Wardens are kept in the Chief Wardens folder and will be issued to you where required if acting as a Warden during an emergency.

Please see Emergency Response map below for an overview of the areas.

- **Area 1 – T-Block & H10 – MDE**
- **Area 2 – H-Block including Maths office & Junior Toilets - MDS**
- **Area 3 – Admin & Library – FRY**
- **Area 4 – A-Block, M-Block & Doctors - SCO**
- **Area 5 – C-Block - DCI**
- **Area 6 – E-Block, C6 & C7 - NDE**
- **Area 7 – G-Block - PAZ**
- **Area 8 – S-Block & Hands on Learning Shed - VSU**
- **Grounds – TRO & WFE**

Term 1 2025

MDE – Matt Deleon
MDS – Majella D'Souza
FRY – Fiona Ryan
SCO – Steve Condie
DCI - Darren Cipolla
NDE – Natalie Dedman
PAZ – Patrick Azzopadi
VSU – Vasanthakumary Suntharamohan
TRO – Troy Roughley
WFE – Wally Ferri

STAFF DUTIES

House Assistant Principals, Leading Teachers & Coordinators

- Unlock gates around school if required
- Assume position at Emergency Assembly area

Administration Staff

- Collect evacuation kit/trolly from administration and take to the Emergency Assembly Area
- Print from compass visitor sign in report (if safe to do so) and account for all compass visitors

House Attendance/Admin Staff

- Print from compass home group rolls, absent students list (if safe to do so)
- Transports rolls to the Emergency Assembly Area and oversees the marking and processing of rolls.

Student Coordinators

- Collect rolls from attendance officer at the Emergency Assembly area and handout to home group teachers for your house
- Oversee students in your house, lining up in the designated area and follow up with any poor behaviour.
- Report any unaccounted students to the House Assistant Principal/Logistics Officer

Home Group Teacher

- Mark the roll for your home group
- Direct a responsible student to take the marked roll to Student Coordinators
- Supervise home group students, students to be lined in Roll order
- Ensure your home group facing to the school yard

Staff

- Teachers & CRT's provided with a Home Group **extra** take the roll in absence of the Home Group teacher, assume the role of Home Group teacher.
- Staff & CRTs without a Home Group or allocated roles are to report to the Logistics Officer at the allocated Emergency Assembly Area space and complete other duties as directed

Daily Organiser & Administration Staff

- Mark staff & visitors roll
- Report any unaccounted staff/visitors to the Logistics Officer

First Aid Officer

- Ensure first aid supplies, diabetes/anaphylaxis medications and treatment information for diabetes/anaphylaxis patients are transported to the Emergency Assembly Area.
- Directs work of other first aid officers
- First aid officer with the emergency trolley to be the first one arriving in the Emergency Assembly Area

Well-being Coordinator

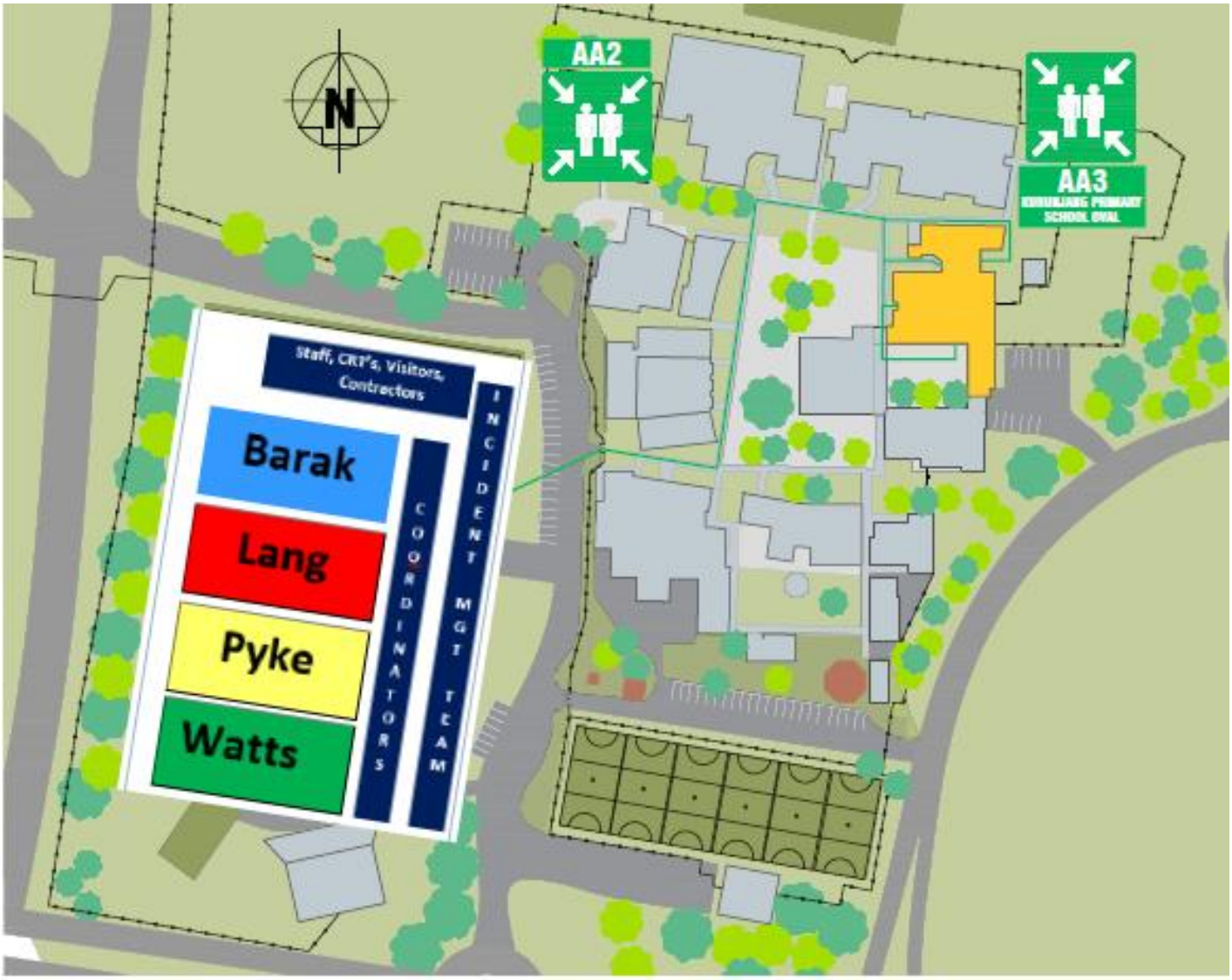
- Ensure every individual students with special needs to be allocated and accompanied with a learning support officer
- Identify the need of the staff and students who have hearing impairment, staff to be pre-assigned to assist

HOME GROUPS

Home Group	Assigned teacher to take the roll	Coordinators
2B1	Leanne Sinclair	
1B1	Robert Graham	BARAK HOUSE
1B2	Anita Kindtner	Matt Bykersma - AP
0B1	Joseph Costa	Gavin Pohlen – Yr 11-12
0B2	Joseph El-Bitar	Chris Chandler – Yr 9-10
9B1	Teresa Konopacki	Vicki Ashak – Yr 7-8
9B2	Ashleigh Neenan	
8B1	Bryce Healy	Kylie Williams – Admin
7B1	Trieu Dinh	
7B2	Anh Tran	
1L1	Yogita Wati	
1L2	Justin Beckley	LANG HOUSE
0L1	Caroline Foster	Robyn Bewley – AP
0L2	Issam Kanaan	Nicole Hardham – Yr 11-12
9L1	Ashika Bala	John Geros – Yr 9-10
9L2	Andrew Hadden	Stephanie Young – Yr 7-8
8L1	David Gilbert	
7L1	Rodolfo Grimaldos	Audry Treadwell - Admin
7L2	Jasmin Sciberras	
2P1	Michael Cristino	
2P2	Marie Bagnath	PYKE HOUSE
1P1	Taka Zivave	
0P1	Emma Patchett	Michelle Grabowski - AP
0P2	Norman Lacey	Pat Eldrige – Yr 11-12
9P1	Neil Bradbury	Chris Tremoulis - Yr 9-10
9P2	Sarah Gaetano	Max Lowry – Yr 7-8
8P1	Trivien Ngo	
8P2	Stephanie Zahra	Sarah Zivave/Carol Bond-Admin
7P1	Stephen Stellini	
2W1	Joanne Zerafa	
2W2	Juan De Castro	WATTS HOUSE
1W1	Aisha Ismail	Eddy Hill-AP
0W1	Sahra Potts	Jason Mendoza-Yr 11-12
9W1	Rylie Maple	Natalia Ribierio -Yr 10 -9
8W1	Dominic Snape	Jade Mantynen - Yr-7-8
8W2	Avinesh Kumar	Alley Brett - Admin
7W1	Vacant	
7W2	Sarah Davenport	

PRIMARY ONSITE EVACUATION
SYNTHETIC SPORTS PITCH

Where students are required to line up in Home groups
Facing to the school yard



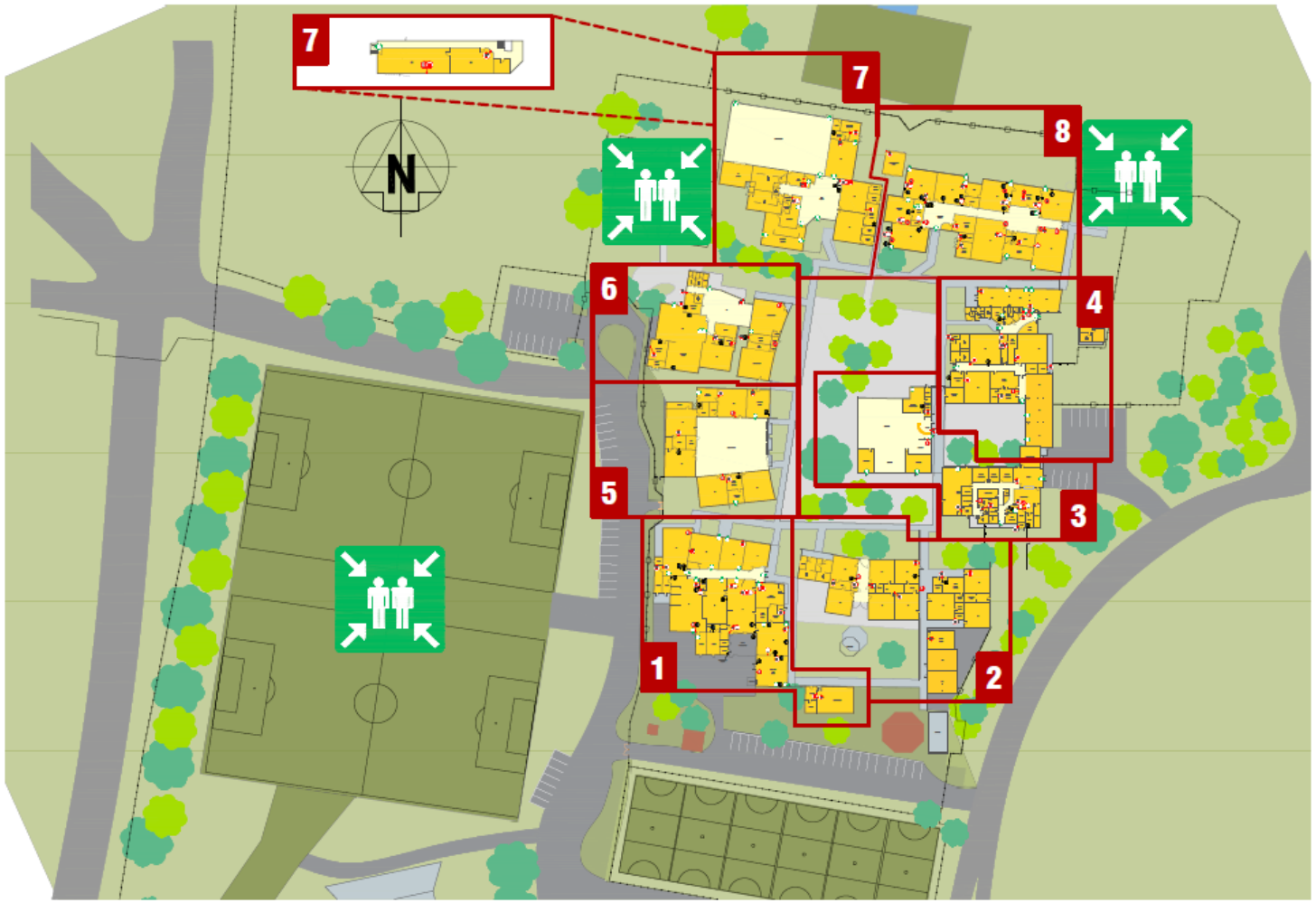
SECONDARY ONSITE EVACUATION

HARDCOURT

Where students are required to line up in Home groups

EMERGENCY RESPONSE MAP

1800 875 371
www.hendry.com.au



HENDRY