



PARACOMBE PRIMARY SCHOOL

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Principal: Bill Lewis

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EMERGENCY MANAGEMENT PLAN

External Fire		Internal Fire / Bomb Scare		Lock Down Procedures	
1	Press 'Red' emergency alarm	1	Contact relevant emergency services	1	Contact police
2	Contact relevant emergency services	2	The siren is blown 7 or more times	2	Staff informed about danger (Principal or delegate)
3	School siren blown once (60 seconds) Principal or delegate to alert staff	3	Staff and students walk calmly to the school oval through designated exits	3	Staff & students move to JP class area for roll call and briefing. If necessary students to crouch underneath classroom tables.
4	Staff & Students move to assembly area inside the main building	4	Teachers call roll	4	Lock all doors, close windows and blinds and turn off lights
5	Teachers call roll	5	Contact District Office	5	Contact District Office
6	Close all windows, doors and curtains and turn off lights				
7	Put oval sprinklers on - Key 20				
8	Attend phone				

RESPONSIBILITIES

CLASSROOM TEACHERS	PRINCIPAL or delegate	CHRIS Outside check	SARAH / LINLEY
Collect roll book	Collect mobile phone Check upstairs and collect backup hard drive	Student Toilets	Collect student medication and emergency contact lists
Take students to designated assembly area	Check with class teachers to account for all students	Sports Shed & Ground person's Shed	Staff toilets Sick room Staff room Front office Principal's office
Call roll book	Contact relevant emergency service to resolve dangerous situation	Check Art Studio	Classrooms (lock doors) Close blinds & windows Teacher prep areas Library Kid's Kitchen



EMERGENCY TELEPHONE NUMBERS

Police	Emergency 131 444 or 000
Fire	Emergency 000
Ambulance	Emergency 000
Poisons information	131 126
District Office	83914018

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