RESPONSIBILITIES FOR STAFF

TEACHERS
1 Each teacher is responsible for evacuating ALL children from their respective classrooms.
2 Senior School Teacher Aide is to check the library building.
3 Junior School Teacher Aide is to check the toilet block.
4 Evacuation must be done in an orderly and ‘non-panic’ fashion. Nothing is to be taken from any room but the class roll.

OTHERS
1 The person closest to the fire blows the whistle (located inside the door of each building) – three sharp blows.
2 The AAEP to phone the Lundavra Workshop (4676 4178) and then the fire brigade (phone numbers are listed on every phone). If it is not an AAEP day, then the person furthest from the fire and closet to the phone is to call.
3 The person who phones is to check under the school and turn the Mains Switch off at the main meter box at the front of the school.

ASSEMBLY OF CHILDREN
1 All children and other staff are to assemble on the tennis courts in year levels.

PERMANENT STAFF AND KEY RELIEF STAFF

MARK TAYLOR
G. BIGNELL

A. ANDERSON
H. MORRISON