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.

Snake Procedure

The person who sees the snake first:
• organise the situation so that the most able, eldest student (if no adult is immediately available) is watching the snake, while another student goes to tell an adult and the remaining children.

The student telling adults and children:
• needs to indicate who is watching the snake, where the snake is and where would be a good place to move to.

Adults:
• As soon as possible, one adult relieves the child watching the snake.
• A second adult phones the workshop (4676 4178).
• The remaining adults are responsible for evacuating all children from the playground to the nearest and safest building.

The remaining children:
• As children become aware of a snake evacuation, they need to look after the younger students by taking their hands and letting them know there is a snake, and where they are going.
• Evacuation must be done in an orderly and ‘non-panic’ fashion. Children should be very observant during the process in case the snake has moved.
• No one is to leave the buildings until a teacher indicates that it is safe for them to do so.