

Coogee Core Centre

EVACUATION PLAN



Three whistle blasts, "fire fire fire" over the radios, repeated at least three times

Supervision/ Experience Staff Responsibilities

- Exit via the nearest door and most direct route
- Stop experience, get all children to stop what they are doing
- Collect first aid bags (gate keys attached)
- Organise children into two lines and exit safely
- Organise children into roll call lines at meeting point
- **Maintain calm and quiet**

Cohort Coordinators Responsibilities

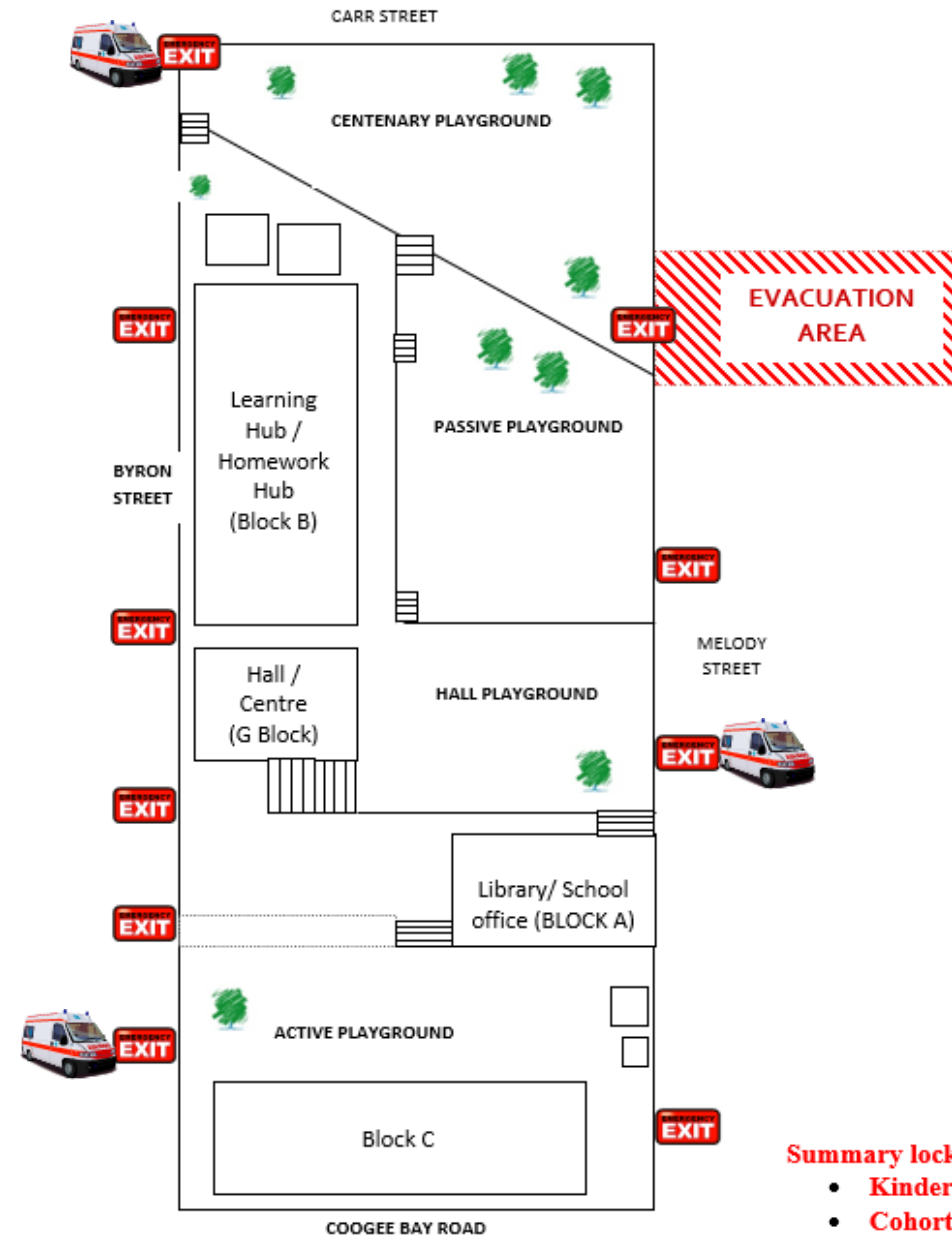
- Check building/grounds/toilets/ Out of bounds are empty
- First aid kits and iPads for roll call
- Radio RP/NS when this is completed
- Assemble students/coordinate roll marking
- Notify RP/NS of missing students or roll call completed

In Centre Staff Responsibilities

- Put call out on radios
- Call 000
- Notify Band/language etc. lessons
- Final sweep of grounds
- **Take emergency medication (allergy buddies)**
- **Take emergency bag with phone and emergency contact lists**
- Call 7010 and make a call "Fire, fire, fire evacuate now" to make call on loudspeaker

RP/NS Responsibilities

- Coordinate procedure
- Do a final sweep of all areas. Including out of bounds areas and all toilets. Then go to meeting point to organise and assist with Roll Call



LOCKDOWN PLAN



"Lockdown, lockdown, lockdown" over the radio, repeated

All staff should report any suspicious activities/unidentified intruders to the Director/Assistant/RP/Admin

Supervision/ Experience Staff

- Proceed to lockdown spot or the nearest securable room closest
- Use internal phone system / Radio to communicate location and children/staff present
- Do not answer the door
- Assemble students and complete roll marking

Cohort Coordinators Responsibilities

- Assist floor staff in lockdown
- Check building/grounds/toilets/ Out of bounds are empty
- First aid kits and iPads for roll call and secure doors
- Radio RP/NS when this is completed
- Assemble students/coordinate roll marking
- **Notify RP/NS of missing students or roll call completed**

In Centre Staff Responsibilities

- Put out call on radios
- Call 000
- Ensure children's contact sheet, emergency bag, with emergency supplies and mobile
- Close windows/blinds/doors on way out
- Call 7010 and make a call "Lockdown, Lockdown, Lockdown" to make call on loudspeaker

Summary lockdown locations:

- **Kindergarten: Hall & COLA → Hall**
- **Cohorts 1/2: Active, Stairs and Library → Library**
- **Cohorts 3/4: Passive & LH → LH**
- **Cohorts: 5/6: Centenary → Homework Hub**