



BANNISTER CREEK
Primary School

INDEPENDENT PUBLIC SCHOOL

Visitor Evacuation and Lockdown Procedures

EVACUATION PROCEDURE

Upon being informed of a situation that requires an evacuation, the principal will assess the situation. If an evacuation is considered necessary, the principal will do a PA announcement advising what the emergency is and which muster point to go to then **siren will be sounded continuously**. In the event of a loss of power, a whistle will be continuously blown, and Deputies will come around and advise where to go.

All members of the school and visitors will evacuate to the muster point on the school oval unless advised otherwise. Should the situation require an off-site evacuation, the principal will direct everyone to the off-site muster point at Woodford Park as they reach the on-site muster point. In this case, staff will escort students as a group across the road ensuring safety.

Upon hearing a continuous blast of the school siren or a continuous blowing of a whistle:

- Move to the visitors' muster point via the designated route, move with the school staff.
- Listen for the Principal directing you to an area to have your name marked off.
- Direct all media enquiries to the principal.

LOCKDOWN PROCEDURES

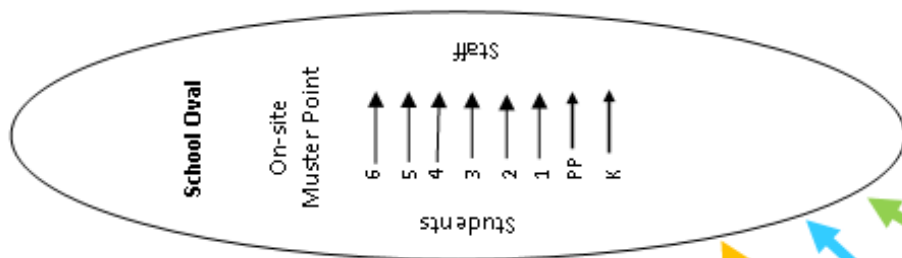
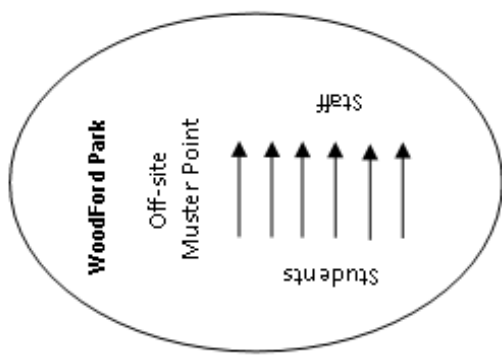
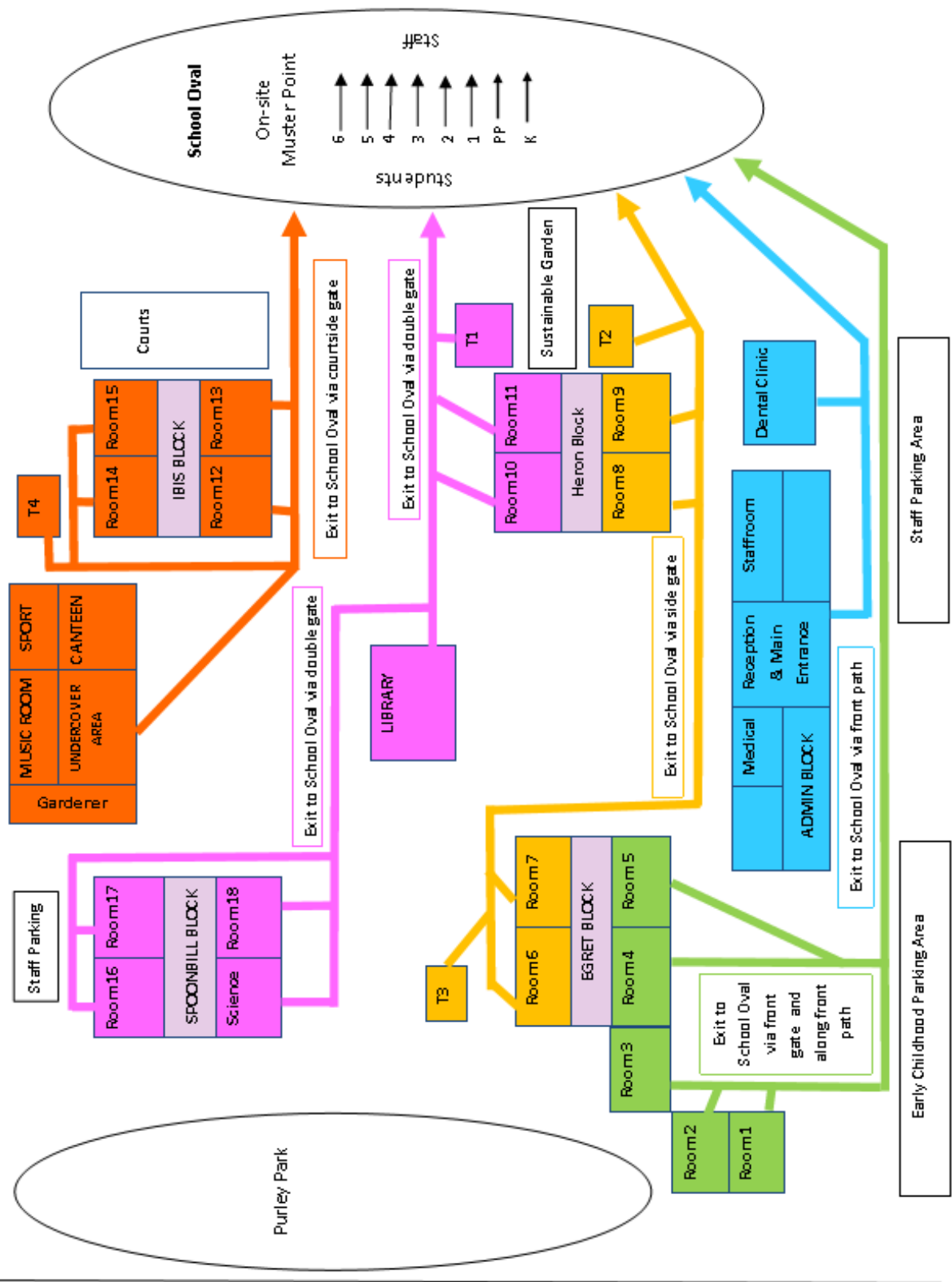
Upon being informed of a situation that requires a school lockdown, the principal will assess the situation.

If a lockdown is required, the principal will initiate it through the use of the phrase: **CODE AMBER or CODE RED**

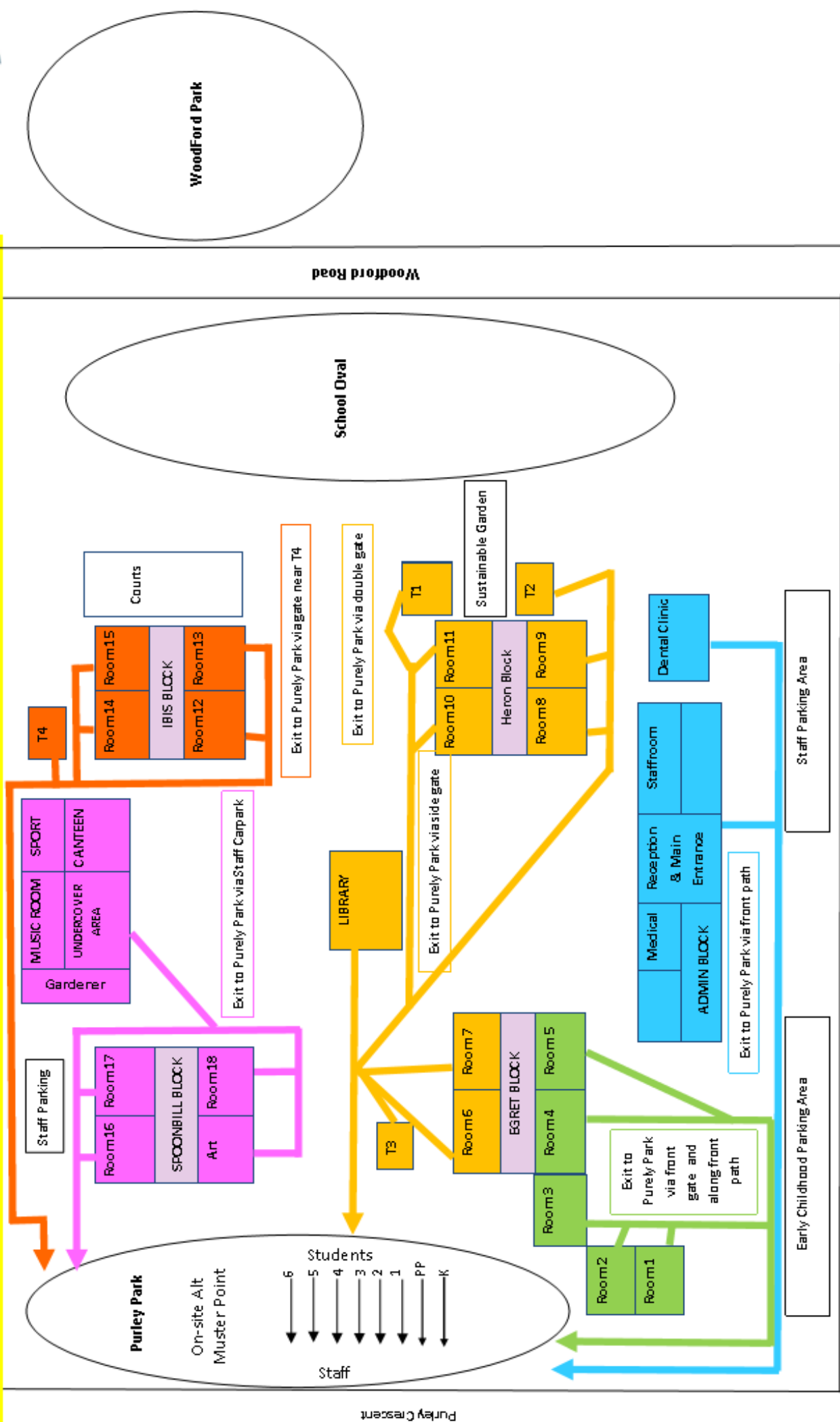
Activation Signal - “Code Amber” (classrooms working as normal just locking doors and windows) or “Code Red” (move students away from windows and doors students not to be visible).

Principal will assess whether to initiate a lockdown. If lockdown occurs Principal will seek advice from other agencies, Regional Office or other information at the site. This will be done, where feasible, ensuring students, staff and other visitors at the school are not placed at risk.

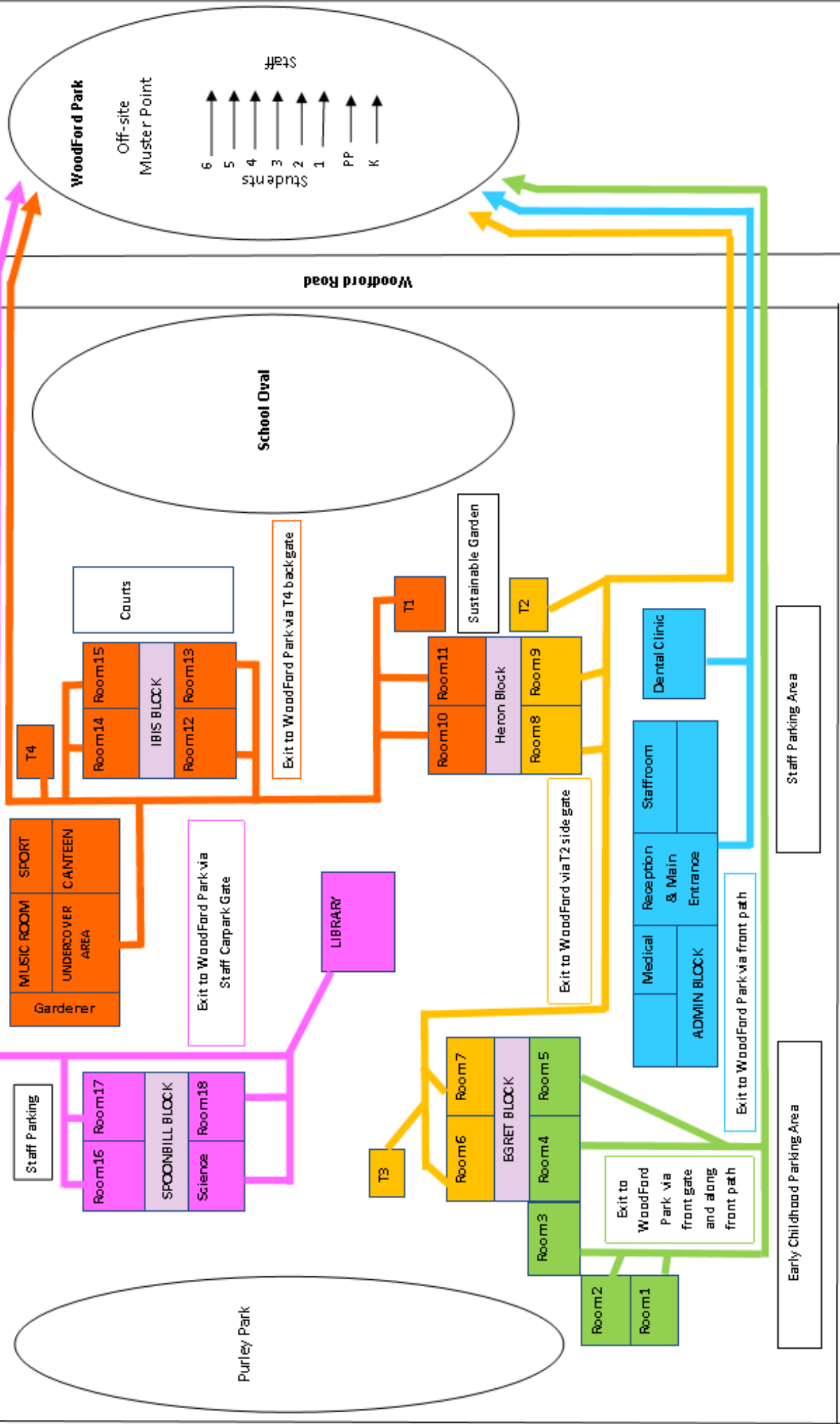
BANNISTER CREEK PRIMARY SCHOOL - EVACUATION ROUTES



BANNISTER CREEK PRIMARY SCHOOL - ALTERNATIVE EVACUATION ROUTES PURLEY PARK



BANNISTER CREEK PRIMARY SCHOOL - ALTERNATIVE OFF SITE EVACUATION ROUTES WOODFORD PARK



EMERGENCY FIRST AID PROCEDURES - VISITORS

In the event of an injury, you can phone the Admin on 9366 0900 if during office hours and a First aid officer will come to your aid. If you can, walk to the administration building. In an emergency or if an ambulance is required call 000.

If 000 is called, stay calm, don't shout, speak slowly and clearly and direct the ambulance to your location via the entrance or gate closest to where you are. The school address is:

- Front of School - 92 Purley Crescent, Lynwood
- Back of School – 20 Purley Crescent, Lynwood

Stay on the phone until they arrive.

First aid will be administered at the injury site or in the medical bay of the admin building. **Do not self-administer any medication prior to seeing a staff member.**

After first aid is administered, please see Administration Staff who will provide you with the following form to be completed before leaving the site.

- Accident / Incident Report (AIR) form for Contractors / Visitors.

When to call 000

Call 000 if you or other personnel on site experience any of the following –

- Chest pain or chest tightness.
- Sudden onset of weakness, numbness or paralysis to the face, arm or leg.
- Breathing difficulties.
- Unconsciousness.
- Uncontrollable bleeding.
- Sudden collapse or unexplained fall.
- Severe burns.
- Severe fracture.

Or any other significant first aid incident.

After hours Non Life Threatening Incidents

Local medical centre phone number: **Lynwood Medical Centre – 9451 2800**

Please call School Principal to inform of incidents that happen on site after hours – **Susan Archdall – 0410 391 592**

****Please note: There is a defibrillator on the front porch wall near the Admin front door.****