Katoomba North Public School

# Barton Street, Katoomba NSW 2780

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**GENERAL EMERGENCIES- PROCEDURE**

**Evacuation point- bottom field**

**Updated August, 2017**

**Principal or delegate- Emergency Coordinator-**

**Specific Duties- Principal or Delegate.**

* Notify office staff to sound emergency signal
* Ring J block, counsellor room, AP office, Kindergarten, library, Primary building, staff room, canteen, preschool to notify staff of siren.
* Make necessary calls relevant to the situation. **-Police, Security and Safety Directorate, School Director,**

**Floor Warden- Primary block (Nominated teacher)**

* Send class with other class teacher in building
* Check staffroom, staff toilets, learning room and counsellor’s room
* Close main doors
* Proceed to the field.

**Infants Assistant Principal.**

* Check stage infants, kindergarten rooms, community room area and toilets
* Proceed to main entrance to direct any emergency services.

**Floor warden –J block**

* Unlock gate to bottom field
* Send class with teacher in J block.
* Close all doors and windows
* Check J block, library, staff toilets, hall and canteen
* Proceed to field – unlock gate nearest field on Verdun St if possible

**Administrative staff-**

* Collect visitor register, staff sign on books, (permanent- temporary, support), mobile phone, keys, first aid kit, medications,
* Proceed to field

**Community room-** bring sign on book -proceed to field

**Canteen** – bring sign on book –proceed to field

**Support staff**- assist teachers/students proceed to bottom field

**Preschool** – as per evacuation plan for preschool- Proceed down Verdun Street to bottom field. Pre-school has key to gate on bottom field.