

You hear the emergency alarm! Listen for the details of the DANGER and the evacuation point.

OVAL

Stay calm & listen to your teacher.
Use common sense at all times.

Line up at your nearest and safest exit point. Evacuate to the **OVAL**. If the teacher in the room next door is a warden, their class will follow behind your class to the **OVAL**. Wardens sweep their space and catch up with their class when it's convenient. **Take your electronic device and wear your high vis vest. Wardens collect First Aid Kits.** Where possible, close windows and doors before evacuating.

Students who are out of their room must move safely to the nearest classroom and join this class. The teacher will report them back to their class at the assembly point.

Line up with your class on the **OVAL** from Foundation to Year 6.

SHELTER IN PLACE Administration Building

Stay calm & listen to your teacher.
Use common sense at all times.

Line up at your nearest and safest exit point. Evacuate to the **Administration Building**. If the teacher in the room next door is a warden, their class will follow behind your class to the **Administration Building**. Wardens sweep their space and catch up with their class when it's convenient. **Take your electronic device and wear your high vis vest. Wardens collect First Aid Kit.** Where possible, close windows and doors before evacuating.

Students who are out of their room must move safely to the nearest classroom and join this class. The teacher will report them back to their class at the assembly point.

Line up with your class in the **Administration Building**. F-2 classes in the Enviro/Arts Rooms. Year 3 in first aid hallway, Year 4 in The Oasis. Year 5/6 in collaborative space.

OFF-SITE to 1. Botanic Ridge Blvd Playground 2. Cranbourne South Tennis Club (Morning Mist)

Stay calm and listen to your teacher.
Use common sense at all times.

Line up at your nearest and safest exit point. Evacuate to **1. Botanic Ridge Blvd Playground OR 2. Cranbourne Sth Tennis Club**. If the teacher in the room next door is a warden, their class will follow behind your class to the **Botanic Ridge Blvd Playground**. Wardens sweep their space and catch up with their class when it's convenient. **Take your electronic device and wear your high vis vest. Wardens collect First Aid Kit.** Where possible, close windows and doors before evacuating.

Students who are out of their room must move safely to the nearest classroom and join this class. The teacher will report them back to their class at the assembly point.

Exit the school grounds via your nearest and safest external gate. Evacuate to **1. Botanic Ridge Blvd Playground**. Head towards the roundabout. Walk north along Pearcedale Rd. Turn right into Botanic Ridge Blvd. Enter the Botanic Ridge Blvd Playground. **2. Tennis Club**. Walk west along Browns Rd and enter the Tennis Club. Await further instructions.

LOCK DOWN – Level 1 OR Level 2

Stay calm & listen to your teacher.
Use common sense at all times.

You must remain in the classroom. All doors and windows to your classroom & building must be **closed & locked**.

If you are outside, move to the nearest and safest internal space. **Lock all windows & doors**. This may mean sharing a space.

Students who are out of their classroom must move safely to the nearest room and report to the teacher straight away.

LEVEL 1

If safe to do so, continue with your classroom program **quietly**, but remember, **NO ONE CAN LEAVE YOUR SPACE**.

LEVEL 2

STOP what you are doing. Turn off lights and sit quietly in a safe location, away from windows and doors.



SCAN ME

Take the roll as soon as your class settles. All staff members will scan the QR Code and complete all relevant fields within the form. *Please carefully check your responses for typing mistakes before submitting.* If you have any concerns, please approach the nearest member of staff who will inform leadership/IMT.

Coloured Wardens **must** complete the final section within this form to communicate if their zone has been swept and cleared.

You will be notified when it is safe to return to your class program.

