

# Evacuation Process - Bundoora Secondary College



<b>Chief Warden</b>					
Stephen Smith Principal		<ol style="list-style-type: none"> <li>1. Responsible for the accountability of all staff, students and visitors to the school.</li> <li>2. Also responsible for liaising with emergency units who attend the school.</li> </ol>			
<b>Block Wardens</b>					
<b>Administration</b>	<b>Omega</b>	<b>Phoenix/Science</b>	<b>Senior</b>	<b>Library</b>	<b>Art/Technology</b>
Sue Muscat Assistant Principal	Lesley Morath Team Leader <b>Student Management</b>	Martin Cook Team Leader <b>Student Management</b>	Ron Antcliffe Team Leader <b>Student Management</b>	Jenny Post Library Coordinator	Marg Willis Food Coordinator
<b>Responsibilities</b>					
<ol style="list-style-type: none"> <li>1. Ensuring that their block is secure and free of all occupants.</li> <li>2. Student Management Wardens only are responsible for assembling on the soccer field and gathering information from their team staff – to be reported to the Chief Warden as quickly as possible.</li> </ol>					
<b>All Staff</b>					
<ol style="list-style-type: none"> <li>1. In response to the “evacuation siren” staff should instruct students on their exit route to the oval and to meet promptly with their home group teacher upon arrival.</li> <li>2. Students should be instructed to leave the room in an orderly fashion leaving their books behind.</li> <li>3. The teacher should then quickly secure the room, ensure all occupants have vacated and lock the door as they leave.</li> <li>4. Students should then be accompanied to the oval where they are again directed to their home group teacher for further supervision.</li> <li>5. All home group teachers should move to the area closest to their <b>Team block warden</b>.</li> <li>6. Rolls should be marked.</li> <li>7. Discrepancies should be reported to the <b>Team block warden</b>.</li> <li>8. Staff who do not have a home group should report to the Chief Warden for direction or help move students quickly to their home group teacher for recording and supervision.</li> </ol>					

- All responsibilities should be executed quickly and without equivocation. Be sure of your responsibilities and follow through to the best of your abilities.
- If the block warden is not in the staff area or teaching in the area at the time of the evacuation other staff members should be prepared to adopt the warden role and secure the block and ensure that it is free of all occupants. The warden role reverts to the **Team Leader** once on the oval. In the occasion of a **Team Leader** being absent, the **Assistant Team Leader** will adopt the warden role on the oval or a staff member without a home group will be allocated the responsibility by the Chief Warden.