



Emergency Procedures at Ashtonfield PS.

NSW DoE schools conduct emergency drills every term in preparation of the unfortunate chance of a real emergency. **At APS during week 10 – April 1st-5th, we will conduct our first evacuation drill for the year.**

During each term we will practice an evacuation, lock down or lock out.

Evacuation drills entail all students, staff and parents on site to move safely to the oval. If we needed to move from our site, we would walk to Shamrock Hill Oval in Murphy Circuit, Ashtonfield – near the Early Learning Centre. Our evacuation alert is a long continuous bell.

If we have a lockdown drill, all students, staff and parents are locked in moving quickly to a safe space locking doors and windows, out of a direct view from the door. Lockdown is 5 short blasts from the bell, three to four times.

Lockout is three short blasts. The bell also indicates the gates will be locked.

It is important to remember, to keep the school phone lines clear in an emergency. The phone lines must be kept open for the emergency services team. They will advise the school of the best course of action to keep us all safe.

A notification will be sent out on **the SKOOLBAG APP**. Please ensure that you and your family have the APP on their phones.

When we are having a drill the office doors shut straight away, so students cannot be collected until the drill is concluded. This usually takes 15-20 minutes. We apologise for any inconvenience this may cause.

We do appreciate parents/carers sending in a note to the teacher, or ringing the office in advance, to advise us of appointments that have been organised for your child. This helps us to make alternative plans if possible. We understand that sometimes this is not possible, with family emergencies. Safety and wellbeing are our part of our core business.

Thank you for your support and understanding.

S. Holt

WH & S Co-ordinator