

St Peter's Primary School

Address: 842 Centre Road, Bentleigh East

School Office Phone: [\(03\) 9575 0909](tel:(03)95750909)

Parking: Parking available in the back carpark or surrounding streets

G.A.T.E.WAYS TIMETABLE FOR ST PETER'S PRIMARY SCHOOL	
8.50am	School begins. Students attend roll call with their class teacher.
9:00am – 9:10am	Registration and Introduction (Held in Main Office Foyer)
9:10am – 10:20am	AM session begins - 1 hr 10 mins
10:20am – 10:40am	Recess Break – 20 mins
10:40am – 11:50 am	AM session continues – 1 hr 10 min
11:50am– 12:30pm	Lunch Break– 40 mins
12:30 pm– 1:30pm	PM session begins – 1 hr
1:30pm – 1:40m	Break – 10 mins
1:40pm – 3:00pm	PM session continues – 1hr 20 mins
3:00pm – 3.10 pm	Debrief & pack up 10 mins
3:10pm – 3.15pm	Finish. <i>Host school students to be sent back to class 5 mins before end of day</i>

School Bell Times:

8.50am - School start time

11:00am - 11:40: Recess

1:40pm - 2:30pm: Lunch

3:20pm: School Finish time

Venue Information Next Page

AMBULANCE INSTRUCTIONS

Gate will be unlocked next to the Church on Centre Road Entrance
(826 Centre Road, Bentleigh East)

[\(03\) 9575 0909](tel:(03)95750909)

Let the front office know ASAP and an ambulance will be called

SCHOOL HAS GENERIC EPIPEN

Office - First Aid room

Venue Information Next Page

EVACUATION POINT

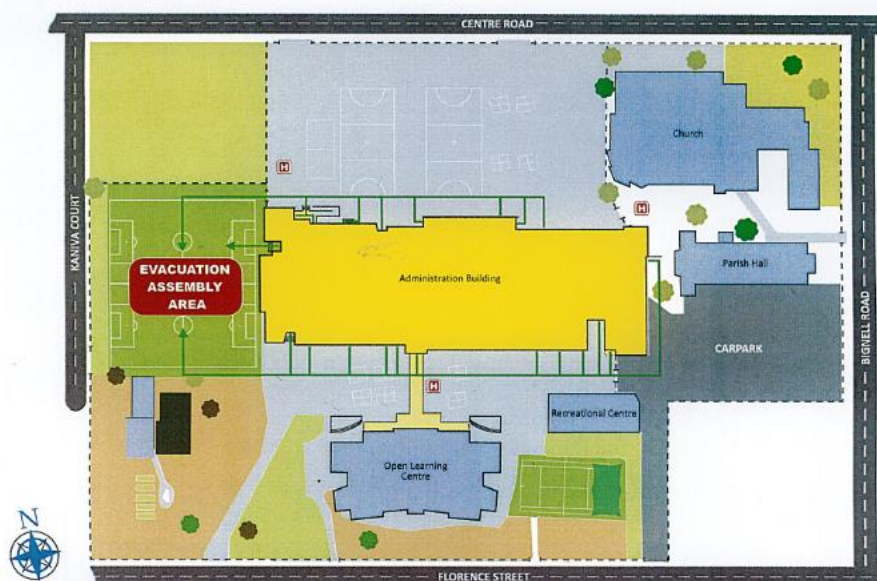


EMERGENCY PROCEDURE SUMMARY

842 Centre Road, Bentleigh East VIC 3165

St Peter's Primary School

Administration Building



WHAT TO DO IN AN EMERGENCY

RISK 2 SOLUTION
PROTECTING YOUR COMMUNITY

UPON DISCOVERY OF AN EMERGENCY SITUATION:

- Remove yourself and nearby occupants from the immediate danger
- Raise the Alarm **EXT 241 or (03) 9575 0909**
AFTER HOURS: 000

EVACUATION PROCEDURE

- Staff:**
- Turn off any equipment that may become a hazard.
 - Commence Evacuation via the nearest safe **EXIT**.
 - Make a final check of the room, conduct a headcount and shut the door.
 - Lead students to the nominated or closest safe Evacuation Assembly Area.
 - Account for your current class group and report any problems to the Comms Officer.
 - Remain in control of your class group at the Evacuation Assembly Area.
- Staff not in the act of Teaching:**
- Report to the Chief Warden for deployment.

MEDICAL

- **RAISE THE ALARM**
- Contact a nearby trained First Aider.
- Check for dangers before approaching the casualty.
- Do not attempt to move a person unless they are in immediate danger.

LOCKDOWN PROCEDURE

- If outside, move to the nearest lockable building, remain with the class if you are teaching.
- Lock all doors and windows and draw curtains and blinds.
- Direct students to sit down on the floor together and prevent students from peering through windows or doors.
- Give students reassurance to help them remain quiet and calm.
- Wait for further instruction from a Warden or Chief Warden.

HAZARDOUS MATERIALS

- Assist persons in danger, if safe to do so.
- **RAISE THE ALARM.**
- Alert anyone in the affected area.
- Commence immediate evacuation of the area, where possible evacuate up wind (see **EVACUATION PROCEDURE**).
- **DO NOT** attempt to clean up or confine the spill unless you have been appropriately trained and have the correct personal protective equipment.

FIRE

- Upon discovering a fire:
- Assist persons in danger, if safe to do so.
 - Close doors to prevent fire/smoke spread.
 - Commence evacuation via the closest safe exit.
 - Alert anyone in the immediate area.
 - **RAISE THE ALARM**
(see **EVACUATION PROCEDURE**).

ARMED INTRUSION

- Act calm.
- Obey instructions given by intruders.
- Do not make sudden movements or make eye contact.
- Be courteous, answer all questions asked by the intruder.
- Hand over valuables, if requested, these are replaceable, life is not.
- **DO NOT** give chase when intruder departs.
- Make a mental note of the offender, such as speech, mannerisms, clothing, scars, tattoos etc.
- **RAISE THE ALARM.**

BOMB THREAT

- Upon receiving a threat:
- Take the threat seriously.
 - Obtain as much information as possible.
 - Do not hang up the phone.
 - **RAISE THE ALARM** discreetly.
 - Fill in a Bomb Threat Checklist, available from the Chief Warden.
 - Upon finding a suspect package:
 - **DO NOT** touch or move the object.
 - Isolate and evacuate the immediate area.
 - Notify the Chief Warden.

ADVERSE WEATHER

- During adverse weather conditions:
- If indoors, seek shelter under a desk or table or move to an interior room corner, sit down and protect your face and head with your arms.
 - If outside seek shelter.
 - Await instructions from the Chief Warden.
 - Once adverse weather condition has passed:
 - Notify the Chief Warden of dangerous situations in your area.
 - If flooding has occurred, avoid pools of water.