

**LANGFORD ISLAMIC COLLEGE**  
**EMERGENCY EVACUATION PROCEDURE**

The Principal or Deputy Principal will activate the evacuation siren comprising of three short blasts, followed by a short break, to notify and alert everyone present in the College of an emergency evacuation.

**TEACHERS MUST** efficiently undertake the following:

1. **immediately instruct all students to vacate the room** and proceed to the designated 'Assembly Area' indicated in the evacuation procedures posted in their respective room. The only item to be removed from the room, with the teacher, is the class attendance register.
2. **accompany students to the Emergency Assembly Area** closest to their classroom and form a line.
3. **check their student numbers** against the attendance register for that day.

**PRIMARY COORDINATOR AND PRIMARY STAFF ON D.O.T.T**

- Are to ensure that all staff and students have evacuated from the Yr1 - Yr6 Classrooms.

**SECONDARY COORDINATOR AND SECONDARY STAFF ON D.O.T.T**

- Are to ensure that all staff and students have evacuated from the Yr 7 – Yr 12 Classrooms.

**OFFICE STAFF**

- Are to ensure that all staff and students have evacuated from the Kindy and Pre-Primary Classrooms.

**PRINCIPAL AND DEPUTY PRINCIPAL**

- Are to ensure that all staff and students have evacuated from the entire campus and take all necessary actions to ensure that all students and staff are accounted for and safe.