

Yarram Secondary College
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Yarram Secondary College

Emergency Evacuation Plan

2026

Date ratified by Staff: March 2026
Date ratified by School Council: N/A
Review date: as required

Fire Drill and Evacuation Procedures

- **ALARM GOES** (either a continuous bell ring or a handheld bell or continuous whistle blowing)

- ❑ Tell kids to be **calm**
- ❑ **Close windows**
- ❑ Direct students to the primary emergency assembly point (this is located directly in front of the flagpole on the **front oval**. If this area is unsafe there will either be an announcement, or the person ringing the bell/blowing whistle will call out ("**Evacuate to the back oval!**").
- ❑ **Leave books** and personal belongings in the room
- ❑ Close (**but do not lock**) door/s after you.
- ❑ Students are to take the closest exit door
- ❑ **Avoid walking between or through buildings** if it can be avoided.
- ❑ Students should walk around past the bike sheds or the back of the gym.
- ❑ Walk quickly to the assembly area – do not run. Stay together.

• **TEACHER IN CHARGE OF A CLASS**

- ❑ Escort the class you are teaching to the emergency assembly point
- ❑ Supervise your class to **line up alphabetically, quickly, and quietly (Year 12 at the bike shed end, Year 7 at the Bus Loop end).**
- ❑ **Class teachers will be responsible for marking their roll.**
- ❑ **Mark the roll via your phone or laptop.**
- ❑ Please inform KNIR of all absent students. Absent students will be cross-checked with sickbay, early leavers' books, the current unapproved absences report *and any classes that have been signed out by a teacher at that particular time*' (for off campus sport or an excursion).
- ❑ **Return to supervise your class**
- ❑ **Sit students down** when all this is completed – students should remain quiet.
- ❑ **If you are teaching a class and have a designated role during the evacuation, please hand over your class to another staff member that does not have a class (e.g. spare staff will be located at the flagpole.)**

• **OTHER TEACHERS / STAFF**

If you do not have a class, please see where you can assist.

- ❑ Know your job.
- ❑ **Complete your designated checks as best you can without placing yourself in excessive danger.**
- ❑ Make sure students are moving in an orderly progression.
- ❑ Once you are sure all students have passed your checkpoint and you have checked and cleared your area return to **KERL/WESJ and get areas checked off**. Do not get this checked off with any other staff member.
- ❑ State your area and whether it is clear or not. If you are in a team only one person from your team should report to WESJ. You will need to coordinate with your team on the day.
- ❑ You may be given another job.

Once everyone has reported to the emergency assembly point, the Emergency Management Coordinator will speak to the students, comment on the timing and behaviour then dismiss them.

CROSS CHECK WITH LATE AND EARLY LEAVERS BOOKS

ES Staff are to remain with their class or report to the Emergency Management Coordinator if they do not have a class:

- ☐ Jeffs Lyn (Available: Monday, Tuesday, Wednesday)
- ☐ Akers David (Available: Monday to Friday)
- ☐ Baggaley Rachael (Available: Monday, Wednesday, Thursday, Friday)
- ☐ Tomaszewski Michael (Available: Monday to Friday).
- ☐ Wilson Debbie (Available: Monday, Wednesday, Friday)
- ☐ Van De Lustgraaf Di (Available: Monday to Friday)
- ☐ Mel Piddington: (Available Monday to Thursday)
- ☐ Michelle Walker: (Available Monday to Friday)
- ☐ Janelle Francis: (Available Monday to Friday)

If an Emergency Evacuation occurs during recess or Lunch

- If the evacuation occurs during recess or lunch time, please revert to your previous class role.
E.G. – Recess = P2 role
E.G. – Lunch = P4 role

EMERGENCY MANAGEMENT – EVACUATION TASK SHEET

To be filled in by KERL on the day (If your initials are next to a checklist space, please approach KERL and have your section/s marked off the official roll).

CHECK ALL AREAS WITHIN EACH CELL OF THE TABLE	STAFF TEAM	KERL Initial
Emergency Management Coordinator (yellow jacket) KERL ☐ Phone the Fire Brigade 000 – Overall Coordination KERL ☐ Phone Emergency management at commencement 03 9589 6266 or 1800 126 126 Opt2 WESJ ☐ Mark off Checked Areas WESJ	KERL /WESJ	
☐ Check off Staff / CRT - Take Extra's lists	DARJ	
Before evacuating the office area: ☐ Print current Not Present (Unapproved / Parent Approved) Report KNIR ☐ Take First Aid Kit / Asthma kits RODJ/BASD ☐ Late book / Early Leavers cross checked with class rolls KNIR/RODJ/BASD ☐ Check & Secure Strong Room and Front Office Areas REIM ☐ Sick Bay RODJ/BASD / Interview Room RODJ/BASD / Staff Toilets RODJ/BASD ☐ Call PITB to advise (in case he is on lawn mower etc) (RODJ / KNIR / REIM / BASD)	Front Office Staff Members (RODJ / KNIR / REIM / BASD)	
At Emergency Assembly Point:		
☐ Coordinate Absentee Report x 2 (yr7-9, Yr10-12) REIM /RODJ ☐ In's & Out's Board & Visitors Book / Account for any visitors REIM /RODJ	(RODJ / KNIR / REIM / BASD)	
☐ Tech / Art Rooms (it is the responsibility of Art and Tech staff who are teaching in these rooms to make sure that they are properly evacuated.) ☐ Art / Tech Office ☐ Turn off exhaust fan in Metal Room MCFT	MCFT/ SUMH / MILC / SILN	
☐ Locker Shed	PITB	
☐ Green Shed		
☐ Rooms 8-15 General Classrooms & Toilets joining		
☐ Bike Shed ☐ Growse St Carpark		

☐ Check that Growse Street, car park gate is securely locked		
☐ Gymnasium / Canteen area VAND, JENC(Friday)	VAND, JENC(Fri)	
☐ Mezz		
☐ Change Rooms / Toilets / Storerooms		
☐ Food Tech ☐ Senior Study – HEAR, BLUA, WITC, SPAE ☐ Senior Staff Office	BAGR, DEMA SHAR	
☐ Science Wing (Inc. toilets) ☐ Science Staff Office	AKED	
☐ Rooms 1-4	DUET, DARI	
☐ Integration Staff Room & Wellbeing Centre DUET, DARI		
☐ Escort Integration Students to assembly area relevant classroom aide		
☐ Music Rooms & Music Office	PALH, YARB	
☐ Library ☐ Staffroom / Copier Room ☐ Junior Staff Room ☐ AP / P Offices / Principals' Office	WILK, MITJ	
☐ Front Car park		
☐ IT Office		
☐ Hot House	COLJ, FLAT, HEBN,	
☐ Phone Emergency management at the end 9589 6266 WESJ		

Other staff available:

- Any staff who do not have a designated job or class should immediately move to the evacuation point and meet near the Emergency Management Coordinator (eg at the flagpole) to await instructions
- The emergency management coordinator will allocate these staff roles as required

Leading Teachers and Sub School Assistants:

- Front Office staff:** KNIR, RODJ, REIM, BASD will complete the **Home Group Checklist** and ensure rolls are crosschecked with the late and early leaver's book.
- Tahlia Flake:** FLAT will complete the **Teacher Checklist** and ensure that all staff are accounted for.
- Candy White:** WHIC will oversee the Whole School and support the roll marking and settling of students.
- Kylie Wilson:** WILK will step into any of these rolls if a staff member is absent.

NB: Staff are not to allow students to leave their group or release students to go home until the situation is fully understood.

Students cannot be released without the approval of the Emergency Management Coordinator (or their appointed representative) and proper records of students who have been released (and who with) need to be kept.

Yarram Secondary College Emergency Management Policy | 2026

STAFF MEMBER	JSC AVAILABILITY Week A GOLD					JSC AVAILABILITY Week B GREEN				
	MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI
AKERS, David										
BAGGLEY, Rachel										
BASS, Debbie										
BLUNDEN, Andrea			NA P6							
BRIGHTON, Krystle										
BURATTIN, Isabella										
CASHMORE, Shellie										
COLLINS, Jack										
COOK, Don										
DARVILL, Izaboa										
DARVILL, Jo										
DAVIDSON, Matthew										
DAVIS, Perri										
DEMARIA, Antoinette										
DILLOW, Charlie										
DUELL, Talia										
DUPONT, Anne										
FLAKE, Tahlia										
FRANCIS, Janelle										
GLYNN, Emily										
GONOS, Bianca										
GRIFFITHS, Bianca										
GULINO, Martina										
HEASLEY, Ruby										
HEBER, Nicole										
JEFFS, Lyn										
JENKINS, Cassie										
JOHNS, Mikaylah										
JUMPPONEN, Melody										
KERRISON, Lyn										
KNIGHT Robyn										
LEGIN, Ivana										
MICHIE, Troy										
MILLER, Casey										
MITCHELL, Jessica										
MCFARLAND, Troy										
MULROY, Jessica										
OLARENSHAW, Angela										
PALMER, Helena										
PEETERS, Wilma		NA 1&6								
PIDDINGTON, Mel										
PITT, Brendan										
RICHARDS, Zac										
RODAUGHAN, Jenna										
SHARMA, Reshmika										
SILVESTER, Naomy										
SMITH, Glen										
SPALDING, Emily										
SUMMERS, Helen										
TAYLOR REID Michelle										
TOMASZEWSKI, Michael										
TSCHUGGUEL, Michelle										
TYLER-BRENNAN Rebecca										
VAN DE LUSTGRAAF Di										
WALKER, Michelle										
WESTON Jack										
WHITE, Candy										
WILLIAMS, Megan										
WILSON, Debbie										
WILSON, Kylie										

YARRAM, Ben						
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Fire Hydrants and Sand Bucket location Map

