**EMERGENCY PROCEDURE 2017**

1. An **oscillated** sounding of the emergency sirens indicates an immediate threat.

* All students/staff and visitors move to the back of the room they are in and get under the desks and cover their heads.
* Staff locks the door.
* Maintain position until instructed otherwise
* Snack or lunch on main campus - enter the nearest room and duck and cover.
* Big Field - find the nearest cover out of line of sight from the entrance.



2. A **long continuous** sounding of the siren indicates **Emergency Evacuation.**

* Remain calm and quiet – follow administration instructions (either via PA or spoken)
* Move out of classrooms in single file
* Move towards the assigned collection point. Primary via Taman Bacaan/secondary via front gate.
* At the collection point take attendance and indicate status with green or red card.



3. **Earthquake**

* In the event of an earthquake all students/staff and visitors **duck and cover** under the nearest desk
* Remain in place until told otherwise.

